Content Management User Manual

WordPress is a state-of-the-art publishing platform with a focus on aesthetics, web standards, and usability. WordPress started in 2003 with a single bit of code to enhance the typography of everyday writing and with fewer users than you can count on your fingers and toes. Since then it has grown to be the largest blogging tool in the world, used on millions of sites and seen by tens of millions of people every day.

What You Can Use WordPress For

WordPress started as just a blogging system, but has evolved to be used as a full content management system and so much more through the thousands of plugins, widgets, and themes, WordPress is limited only by your imagination. (And tech chops.)

If you are new to WordPress and you're worried about where to start, you've come to the right place! Here is a very simple step-by-step plan for getting started with WordPress. Please remember, if you need help along the way, plenty of options for assistance are listed in this article. Welcome to the exciting world of WordPress!

Go

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Administration Panels

Languages: **English** • 日本語 • 中文(简体) • (Add your language)

The Administration Panel provides access to the control features of your WordPress installation. Each Administration Panel is presented in sections, the header, the main navigation, the work area, and the footer. The top portion of all Panels, **the header**, is featured in dark shading. The header shows the name of your blog and a **visit site** link to your blog's main page, a favorites menu, and links to your profile (shown as your user name), Turbo, and Log Out. Just below the top shaded area are two hanging tabs, Screen Options and contextual Help, that can be clicked to expand them.

On the left side of the screen is the **main navigation** menu detailing each of the administrative functions you can perform. Two expand/collapse arrows just below Dashbord and Comments allow the navigation menu to collapse to a set of icons, or expand (fly-out) to show an icon and description for each major administrative function. Within each major function, such as Posts, a pull-down arrow is presented upon hovering mouse hovers over the title area. A click of that arrow expands the menu to display each of the sub-menu choices. Clicking that arrow again collapses the sub-menu.

The large area in the middle of the screen is the **work area**. It is here the specific information relating to a the particular navigation choice, such as adding a new post, is presented and collected.

Finally, in **the footer**, at the bottom of each Administration Panel in dark shading, are links to WordPress, Documentation, and Feedback. In addition, the **version** of WordPress you have installed is shown. Just below the menu tab section, if your version is **NOT** the latest version, you will see the message **A new version of WordPress is available!** Please update now**."** Click on the provided link to navigate to the Upgrade SubPanel.

Each Panel, referred to as SubPanel, that is accessed via the main navigation menu, is presented in the boxes below. The links in those boxes will lead you to sections of this article describing those SubPanels. From those sections, you can navigate to articles detailing more information about each SubPanel. Also, WordPress Screenshots shows examples of all the SubPanels.

Sidebar

Home Page

WordPress Lessons

Getting Started

Working with WordPress

Design and Layout

Advanced Topics

Troubleshooting

Developer Docs

About WordPress

Codex Resources

Community portal

Current events

Recent changes

Random page

Help

Dashboard	Posts	Media	Links	Pages	Comments
	■ Edit	■ Library	■ Edit	■ Edit	
	■ Add New	■ Add New	■ Add New	■ Add New	
	■ Post Tags		■ Link Categories		
	■ Categories				

Appearance	Plugins	Users	Tools	Settings
■ Themes	■ Installed	■ Authors & Users	■ Tools	**Contents**
■ Widgets	■ Add New		■ Import	■ General
■ Editor	■ Editor	■ Add New	■ Export	■ Writing
■ Add New Themes		■ Your Profile	■ Upgrade	■ Reading
■ Header Image and Color				■ Discussion
				■ Media
				■ Privacy
				■ Permalinks
				■ Miscellaneous

Dashboard - Information Central

The Dashboard tells you about recent activity both at your site and in the WordPress community at large.

The Dashboard SubPanel provides you a number of links to start writing Posts or Pages, statistics and links on the number of posts, pages, Categories, and Tags. A Recent Comments box shows the number of Comments awaiting moderation and a list of the recent comments. Configurable boxes of Incoming Links, and RSS feeds from the WordPress Development Blog, the Plugins blog, and Planet WordPress are also

displayed.

Back to the Top

Posts - Make some content

Well, you've done it! You've successfully installed the best personal publishing tool on the internet. You're ready to start sharing your thoughts and ideas with the world.

Now what?

Simple. You login to your admin panel, and in the navigation menu on the left, click on Posts, and then Add New. WordPress displays the Add New Post SubPanel. This panel allows you to populate your site with actual information! You'll be spending most of your administration time here, so you should spend a bit of time familiarizing yourself with it.

Posts are the principal element (or content) of a blog. The Posts are the writings, compositions, discussions, discourses, musings, and, yes, the rantings, of a blog owner and contributors. Posts, in most cases, are the reason a blog exists; without Posts, there is no blog!

Edit Posts

Via the Posts Edit SubPanel you can select the Post or Posts you wish to edit, delete, or view. Multiple Posts can be selected for deletion and for editing. A powerful bulk edit feature allows you to change certains fields, en masse, for a group of Posts. A handy in-line edit tool, called Quick Edit, allows you to update many fields for an individual Post. Various search and filtering options allow you to find the Posts you want to edit or delete.

Add New Post

The most important part of WordPress, the Posts Add New SubPanel is where you write new Posts. While you are writing those Posts, you can also create new Categories, new Tags, and new Custom Fields. In addition, any Media (pictures, video, recordings, files) can be uploaded and inserted into the Posts.

Tags

Tags are the keywords you might assign to each post. Not to be confused with Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. But like Categories, Tags provide another means to aid your readers in accessing information on your blog.

When using the WordPress Default Theme (sometimes called Kubrick, this is one of the two themes delivered with WordPress), Tags are displayed under each Post those Tags are assigned. Someone viewing your blog can click on one of those Tag links, and an archive page with all the Posts belonging to that Tag will be displayed.

The Posts Tags SubPanel allows you to add, change, or delete Tags. Multiple Tags can be selected for deletion. A search option allows you to find the Tags you want to edit or delete. Also remember Tags can be added in the Posts Add New SubPanel.

Categories

Every Post in WordPress is filed under one or more Categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of your site.

Each Category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. Using

automobiles as an example, a hierarchy might be Car->Ford->Mustang. In creating categories, recognize that each category name must be unique, regardles of hierarchy.

When using the WordPress Default Theme (sometimes called Kubrick, this is one of the two themes delivered with WordPress), Categories are shown in two different places on your blog First, the Categories are listed as links in the Category section of your sidebar, and second, all the Categories to which a given post belongs are displayed under that post. When someone viewing your blog clicks on one of those Category links, a archive page with all the Posts belonging to that Category will be displayed.

The Posts Categories SubPanel allows you to add, edit, and delete Categories, as well as organize your categories hierarchically. Multiple Categories can be selected for deletion. A search option allows you to find the Categories you want to edit or delete. Also remember Categories can be added in the Posts Add New SubPanel.

Back to the Top

Media - Add pictures and movies to your posts

SubPanels
Library
Add New

Media is the images, video, recordings, and files, you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a Post or Page. Note that the Uploading settings in the Settings Miscellaneous SubPanel describes the location and structure of the upload directory.

Media Library

The Media Library SubPanel allows you edit, delete or view Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

Upload New Media

The Media Add New SubPanel allows you to upload new media to later use with posts and pages. A Flash Uploader is provided and the ability to use a Browser Uploader is supplied if the Flash Uploader does not work.

Back to the Top

Links - Putting the Inter in the Internet

SubPanels
Edit
Add New
Link Categories

Even if you have a beautifully designed content rich blog, your site might be a dead-end if it never references all the other blogs, humor sites, search engines, sports teams, or chicken cacciatore recipies, you love so much! Since you visit those sites all the time, then use the WordPress Add New Link ability to allow your reading public to also enjoy those sites.

WordPress Links can be organized by category, have internal references about your relationship to their destinations, can be automatically associated with images, and can even be rated on a scale from zero to nine.

Edit Links

The Links Edit SubPanel allows you to select the Links to edit or delete. Multiple Links can be selected for deletion. Various search and filtering options allow you to find the Links you want to edit or delete.

Add New Link

As you might expect from its name, the Links Add New SubPanel handles the creation of new links.

Link Categories

Links, like Posts, can be categorized and categorizing Links aids your audience in navigation of your Links. But Link Categories, unlike post Categories, have no hierarchy (parent/child relationship). In creating categories, recognize that each Category name must be unique.

The Links Link Categories SubPanel allows you to add, edit, and delete Link Categories, as well as organize your Link Categories hierarchically. Multiple Link Categories can be selected for deletion. A search option allows you to find the Link Categories you want to edit or delete. Also remember Link Categories can be added when adding or editings Links.

Back to the Top

Pages - Your Static Content

A Page is another tool to add content to a WordPress site and is often used to present "static" information about the site; Pages are typically "timeless" in nature. A good example of a Page is the information contained in "About" or "Contact" Pages. A Page should not be confused with the time-oriented objects called Posts, nor should a WordPress Page be confused with the word "page" referring to any web page or HTML document on the Web.

Because Pages live outside of the normal blog chronology, and as such, are not displayed with the rest of your Posts, but are displayed individually.

Edit Pages

The Pages Edit SubPanel provides the necessary tools to edit, delete, and view existing Pages.. On this SubPanel you can select the Page to edit or delete. Multiple Pages can be selected for deletion and for editing. As with Posts, a powerful bulk edit tool allows certain fields to be edited for a whole group of Pages. A handy in-line edit tool, called Quick Edit, allows you to update many fields for an individual Page. Various search and filtering options allow you to find the Pages you want to edit or delete.

Add New Page

The Add New Page SubPanel allows you to create new Pages. Also see the Pages article for an in depth discussion.

Back to the Top

Comments - Reader Feedback

Comments are a feature of blogs which allow readers to respond to Posts. Typically readers simply provide their own thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.

Comments can be controlled and regulated through the use of filters for language and content, and often times can be queued for approval before they are visible on the web site. This is useful in dealing with comment spam.

In the Comments SubPanel you can edit and delete as well as mark comments as spam. Comments that are awaiting moderation can be marked as approved or previously approved comments can be unapproved. Multiple comments can be selected and approved, marked as spam, unapproved, or deleted. A section at the top of the Comments SubPanel displays the number of comments awaiting moderation and the number of approved comments. A search box allows you to find specific comments

Back to the Top

Appearance - Change the Look of your Blog

From the Presentation Administration Panel you can control how the content of your blog is displayed. WordPress allows you to easily style your site by either installing and activating new Themes or changing existing Themes.

Manage Themes

A Theme is the overall design of a site and encompasses color, graphics, and text. A Theme is sometimes called the skin. WordPress site-owners have available a long list of Themes to choose from in deciding what to present to their sites' viewers. In fact, with the use of the Theme Switcher Reloaded Plugin, visitors can select their own Theme.

From the Appearance Themes SubPanel you can choose which Theme will be presented to user visiting your site you have already downloaded will be used for your site. You can also view screenshots of each Theme you have uploaded to your site. Note: See Using Themes for information on finding, downloading, and uploading Themes.

Widgets

Widgets are gadgets or gizmos that allow you to add various pieces of information to your Theme's sidebar content. Widgets,

for example, can be used to add Categories, Archives, Blogroll, Recent Posts, and Recent Comments to your sidebar. The WordPress Default 1.6 and WordPress Classic 1.5 Themes, delivered with WordPress, are both widget compatible.

From the Appearance Widgets SubPanel you can add, delete, and configure, the Widgets use in one or more of your Theme's sidebar.

Edit Themes

Use the Theme Editor to edit the various files that comprise your Themes. The Appearance Editor SubPanel allows you to designate which theme you want to edit then displays the files in that theme. Each file (Template and CSS) in the theme can be editted in the large text box.

For more information about the code used for Themes, see Theme Development, Templates, Stepping Into Templates, Template Hierarchy, and the page on Template Tags.

Install Themes

The Appearance Add New Themes SubPanel allows you to add new themes.

Customize Header

The Header Image and Color feature allows you to manage the look and feel of a Theme's header. This option will only be present if the Theme author has configured to header to allow this capability. For instance, the WordPress Default Theme (sometimes called Kubrick, this is one of the two themes delivered with WordPress) allows you to set the font color, the lower color (lower part of the header), the upper color, the whole header color.

The Appearance Header Image and Color SubPanel describes the details of this feature.

Back to the Top

Plugins - Add Functionality to your Blog

SubPanels
Installed
Add New
Editor

Plugins allow you to add new features to your WordPress blog that don't come standard with the default installation. There are a rich variety of Available Plugins for WordPress, and with the following SubPanels, plugin installation and management is a snap.

Manage Plugins

The Plugins Installed SubPanel allows you to view the plugins you've downloaded and choose which plugins you want activated on your site. For information on downloading and installing plugins, see Managing Plugins.

Install Plugins

The Plugins Add New SubPanel allows you to add new plugins. For information on downloading and installing plugins, see Managing Plugins.

Edit Plugins

Using the Plugins Editor SubPanel, you can modify the source code of all your plugins.

Back to the Top

Users - Your Blogging Family

SubPanels
Authors & Users
Add New
Your Profile

Every blog probably has at least two users: **admin**, the account initially set up by WordPress, and the user account you, as the author/owner of the blog, use to write posts. But maybe you want more; perhaps you want several authors for your blog. If you want a person to be able to post to your blog, that person must have access to a user account; typically, every person will have her or his *own* user account.

Via the Users option in the main navigation menu you can set up all of the user accounts you need, as well as change user information, or delete users.

An important administrative feature here is the Roles feature. Depending on their Role, different users have different

Capabilities. Briefly, a user can be assigned the following Roles: Administrator, Editor, Author, Contributor, or Subscriber.

You can also specify your, and others', personal information, such as name, e-mail, etc. from these User Administration Panels.

Authors & Users

You can manage the accounts of all your site's users at the Users Authors and Users SubPanel.

Add New User

You can create new users with the Users Add New SubPanel.

Your Profile

The Users Your Profile SubPanel allows to change any information related to your user account.

Back to the Top

Tools - Managing your Blog

SubPanels

Tools

Import

Export

Upgrade

WordPress Tools provide you the ability to speed up WordPress for your local machine, import content from other sources, export your content, or to upgrade your WordPress software to a new release.

Tools - Turbo and Press This

The **Turbo** ability, introduced with Version 2.6, adds new features to your web browser and speeds up WordPress for the local computer user. The More information... link describe the Google Gears product.

The **Press This** function allows quick posting and publishing through the use of a special web browser favourite. You can create a shortcut to allow use of "Press This" from the new post screen. You then activate the function when browsing by selecting the favorite from your web browser favorites list.

The Tools Tools SubPanel allows the **Turbo** and **Press This** functions to be activated.

Import

WordPress supports the importing data from a number external sources. In many cases, posts, comments, pages, categories, tags, and users, can be imported.

The Tools Import SubPanel list the software packages that WordPress can import and details what types of data from each of those platforms qualifies for import. Also see Importing Content for a more extensive list of import possibilites.

Export

WordPress Export will create an XML file for you to save to your computer. The format, which is called a WordPress eXtended RSS or WXR file, will contain your posts, comments, custom fields, categories, and tags.

The Tools Export SubPanel guides you through the easy process of exporting your blog. Take note that the Exporting is a useful method to backup your WordPress data.

Upgrade

Upgrade will allow you to automatically upgrade your WordPress software and Plugins to new versions (if available).

The Tools Upgrade SubPanel give you a easy method to upgrade. Note not all hosts will allow the Upgrade process to work successfully and will require you to manually upgrade by following the Upgrading WordPress instructions.

Back to the Top

Settings - Configuration Settings

SubPanels

General

Writing

Reading

You might think, "All these other things I've been doing so far at the Administration Panels have involved 'Settings'. Are these 'Settings' any different?" The answer would be, "Yes." All the settings you've encountered in the other Administration Panels have dealt with very specific parts of your site, or have

been of limited scope (only applying to one Category, for example). In the Settings Administration Panel are all of the settings that define your blog as a whole: settings which determine how your site behaves, how you interact with your site, and how the rest of the world interacts with your site.

The following SubPanels control these settings.

Discussion
Media
Privacy
Permalinks
Miscellaneous

General

The Settings General SubPanel is the default SubPanel in the Settings Administration Panel and controls some of the most basic configuration settings for your site: your site's title and location, who may register an account at your blog, and how dates and times are calculated and displayed.

Writing

Using the Settings Writing SubPanel, you can control the interface with which you write new posts. These settings control the size of the 'post box' in the Write Post SubPanel, the default Category, the default Link Category, the default image sizes, and the optional Post via e-mail feature.

Reading

The settings in the Settings Reading SubPanel are few in number, but still important. You can decide if you want posts, or a "static" Page, displayed as your blog's front (main) page. You can also adjust how many posts are displayed on that main page. In addition, you can adjust syndication feed features to determine how the information from your site is sent to a reader's web browser or other applications.

Discussion

The Settings Discussion SubPanel allows you to control settings concerning incoming and outgoing comments, pingbacks and trackbacks. You can also control from this SubPanel the circumstances under which your blog sends you e-mail notifying you about the goings on at your site, and you can decide if your blog should show Avatars and their ratings.

Media

The Settings Media SubPanel allows you to determine where images, documents, and other media files will be linked to when inserted into the body of a post and to specify the maximum dimensions in pixels to use when inserting an image into the body of a post.

Privacy

The Settings Privacy SubPanel controls your blog visibility to search engines such as Google and Technorati. You can decide if you would like your blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers. If you don't want your blog available to the search engines you can block search engines, but allow normal visitors to see your site.

Permalinks

For a nice introduction to Permalinks, check out the Pretty Permalinks section of Introduction to Blogging. But briefly, and to quote the Settings Permalinks SubPanel itself:

> By default WordPress uses web URLs which have question marks and lots of numbers in them, however WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links.

This Settings Permalinks SubPanel controls how that custom URI structure is defined. For a more in depth description of the way this structure is specified, see the Using Permalinks article.

Miscellaneous

WordPress has so many features, that some of them defy categorization. Features like file uploads, link tracking and support for custom "hacks" can be controlled from the Settings Miscellaneous SubPanel.

Back to the Top

Log Out

The Log Out link is found at the top right corner in the Administration Panels. It is simply a link that will log you out from your WordPress blog.

When you log in to your blog, WordPress stores a so called "cookie" in your web browser. This cookie allows WordPress to remember who you are; if you leave your blog's site for a while but come back to it later, WordPress will see the cookie and not require you to log in again.

However, the cookie cannot tell WordPress *who* is using the WordPress; in other words, WordPress has no way of looking back at you through your monitor to determine if you are really you. If you have a WordPress cookie set in your web browser, anyone using your computer can access the Administration Panels of your blog. If you *don't* want this to happen (perhaps you are using a public computer or a computer which other people use), you can click this **Log Out** link, and WordPress will delete the cookie from your web browser.

You can, of course, log in at some later time.

Favorites Menu

The Favorites Menu in **the header** is provided to give quick access to the most used WordPress functions. Those options include, New Post, Drafts, New Page, Upload, and Comments.

Screen Options

Screen Options, displayed as a hanging tab under **the header**, allow the user to decide what fields or modules are presented in the **work area** for a given function. Each SubPanel may have a different set of Screen Options.

Click on the Screen Options tab to expand the options available for a particular SubPanel, check (or uncheck) the desired options, then click the Screen Options hanging tab to collapse the Screen Options.

Help

Contextual **Help**, displayed as a hanging tab under **the header**, displays one or more Help items that are related to the SubPanel that is displayed in the **work area**.

Click on the Help tab to expand the Help available for a particular SubPanel, then click the Help hanging tab to collapse the Help display.

Back to the Top

Categories: Administration Panels | Getting Started

Report a Site Bug | Privacy | GPL | Browse Happy | WordPress Updates RSS

Codex

Search the Codex   Go

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Pages

Languages: **English** • 日本語 • ไทย • 中文(简体) • Русский • (Add your language)

In WordPress, you can write either posts or pages. When you're writing a regular blog entry, you write a post. Posts automatically appear in reverse chronological order on your blog's home page. Pages, on the other hand, are for content such as "About Me," "Contact Me," etc. Pages live outside of the normal blog chronology, and are often used to present information about yourself or your site that is somehow timeless -- information that is always applicable. You can use Pages to organize and manage any amount of content.

Other examples of common pages include Copyright, Legal Information, Reprint Permissions, Company Information, and Accessibility Statement. (By the way, it's a good idea to always have an about page and a contact page -- see this advice from Lorelle.)

In general, Pages are very similar to Posts in that they both have Titles and Content and can use your site's Presentation Templates to maintain a consistent look throughout your site. Pages, though, have several key distinctions that make them quite different from Posts.

Pages in a Nutshell

What Pages Are:

- Pages are for content that is less time-dependent than Posts.
- Pages can be organized into pages and SubPages.
- Pages can use different Page Templates which can include Template Files, Template Tags and other PHP code.

What Pages are Not:

- Pages are not Posts, nor are they excerpted from larger works of fiction. They do not cycle through your blog's main page. (**Note:** You can include Posts in Pages by using the Inline Posts Plugin.)
- Pages cannot be associated with Categories and cannot be assigned Tags. The organizational structure for Pages comes only from their hierarchical interrelationships, and not from Tags or Categories.
- Pages are not files. They are stored in your database just like Posts are.
- Although you can put Template Tags and PHP code into a Page Template, you cannot put these into the content of a Page and expect them to run. (**Note**: You can achieve this by using a PHP evaluating Plugin such as Exec-PHP.)

Creating Pages

To create a new Page, log in to your WordPress installation with sufficient admin privileges to create new articles. Select the Administration > Pages > Add New option to begin writing a new Page.

Changing the URL (or "Slug") of Your Pages

With 2.5, changing the page URL became less intuitive. If you have Permalinks enabled, and you have selected the **Day and Name** option (Click the **Settings** tab, and then click the **Permalinks** subtab), then the permalink automatically shows up

Contents

[hide]

Home Page
WordPress Lessons
Getting Started
Working with WordPress
Design and Layout
Advanced Topics
Troubleshooting
Developer Docs
About WordPress

Codex Resources
Community portal
Current events
Recent changes
Random page
Help

below your post title when you start typing in the body of your post (not just the title).

However, if you have a different permalink option selected, or if you don't have permalinks enabled at all, you must do the following to edit your page URL:

1. Write a page by going to **Page > Add New**.
2. Click the **Publish** button to publish your page.
3. Go to **Pages > Edit**.
4. Click **Edit** under the name of your page.
5. See the permalink under the title, and click the **Edit** link to change it.

Thus, if you don't have the right permalink option enabled, you have to publish your pages before you can set the URLs.

Listing Your Pages on Your Site

WordPress is able to *automatically* generate a list of Pages on your site, for example within the sidebar, using a Template Tag called `wp_list_pages()`. See the `wp_list_pages` page for information on how to do the following:

- Sort the list of Pages (to fully customize the order in which the Pages are listed, you might find the "Page Order" section on the Page > Add New administration panel
- exclude (or 'hide') a Page from the list,
- Control which Pages are displayed (i.e., all Pages or just certain SubPages), and
- Control how deep into your Page hierarchy the list goes.

Naturally, you can also link to Pages manually with an HTML link. For example, if you want your Copyright Page listed in your footer, that link might read as below:

If you *do not* have Permalinks **set up**

```
<a title="Copyright information" href="wordpress/?page_id=14">Copyright 1996-2010</a>
```

If you *do* have Permalinks **set up**

```
<a title="Copyright information" href="wordpress/copyright/">Copyright 1996-2010</a>
```

Note: Your .htaccess file *must* be writeable for Page Permalinks to work, otherwise you must update your .htaccess file every time you create a Page.

Organizing Your Pages

Just as you can have Subcategories within your Categories, you can also have **SubPages** within your Pages, creating a hierarchy of pages.

For example, suppose you are creating a WordPress site for a travel agent and would like to create an individual Page for each continent and country to which the agency can make travel arrangements. You would begin by creating a Page called "Africa" on which you could describe general information about travel to Africa. Then you would create a series of Pages which would be SubPages to "Africa" and might include "Lesotho", "Cameroon", "Togo", and "Swaziland". Another individual Page is made for "South America" and would feature SubPages of "Brazil", "Argentina", and "Chile". Your site would then list:

- Africa
  - Cameroon
  - Lesotho
  - Swaziland
  - Togo

- South America
  - Argentina
  - Brazil

- Chile

To begin the process, go to Administration > Pages > Add New panel, in the upper right corner of the panel and click the "Page Parent" drop-down menu. The drop-down menu contains a list of all the Pages already created for your site. To turn your current Page into a SubPage, or "Child" of the "Parent" Page, select the appropriate Page from the drop-down menu. If you specify a Parent other than "Main Page (no parent)" from the list, the Page you are now editing will be made a Child of that selected Page. When your Pages are listed, the Child Page will be nested under the Parent Page. The Permalinks of your Pages will also reflect this Page hierarchy.

In the above example, the Permalink for the Cameroon Page would be:

```
http://example.com/africa/cameroon/
```

Page Templates

Individual Pages can be set to use a specific custom **Page Template** (a PHP template file, e.g., snarfer.php) you create within your Theme (see Creating your own Page Templates below on how to create a custom template). This new Page Template will then override the default `page.php` Page Template included with your Theme. See What Template is used to Display a Particular Page? below, to find out exactly which Template will be used, but read the following first, so you understand the answer :)

WordPress can be configured to use **different Page Templates for different Pages.** Toward the bottom of the Write > Page administration panel (or on the sidebar, depending on which version of WordPress you are using) is a drop-down labeled "Page Template." From there you can select which Template will be used when displaying this particular Page.

NOTE: In order to access the Page Template selector, there must be at least one custom Page Template available in the active theme (see Creating your own Page Templates below to learn how to create one). If a custom page exists, but you still are not able to see Page Template selector, try to re-activate your current theme.

Default Theme Page Templates

The Default theme contains three Page Templates for your use:

- `page.php` - Default Page Template: displays Page content
- `archives.php` - ignores Page content and instead displays a list of Archives by Month and Archives by Subject (by Category)
- `links.php` - ignores Page content and instead displays your links using wp_list_bookmarks()

What Template is used to Display a Particular Page?

WordPress will look for several template files in your active Theme. The first one it finds will be used to display any given Page. WordPress will look for files in the following order:

1. The Page's selected "Page Template"
2. `page.php`
3. `index.php`

Creating Your Own Page Templates

The files defining each Page Template are found in your Themes directory. To create a new Custom Page Template for a Page you must create a file. Let's call our first Page Template for our Page `snarfer.php`. At the top of the `snarfer.php` file, put the following:

```
<?php
/*
Template Name: Snarfer
*/
?>
```

The above code defines this `snarfer.php` file as the "Snarfer" Template. Naturally, "Snarfer" may be replaced with most any text to change the name of the Page Template. This Template Name will appear in the Theme Editor as the link to edit this file.

The file may be named *almost* anything with a `.php` extension (see reserved Theme filenames for filenames you should *not* use; these are special file names WordPress reserves for specific purposes).

What follows the above five lines of code is up to you. The rest of the code you write will control how Pages that use the Snarfer Page Template will display. See Template Tags for a description of the various WordPress Template functions you can use for this purpose. You may find it more convenient to copy some other Template (perhaps `page.php` or `index.php`) to `snarfer.php` and then add the above five lines of code to the beginning of the file. That way, you will only have to *alter* the HTML and PHP code, instead of creating it all from scratch. Examples are shown below. Once you have created the Page Template and placed it in your Theme's directory, it will be available as a choice when you create or edit a Page. (**Note**: when creating or editing a Page, the Page Template option does not appear unless there is at least one template defined in the above manner.)

Examples of Pages and Templates

The following is a list of instructional examples. Feel free to make additions.

Archives with Content

A Page Template that shows the Page's content at the top, and then displays a list of archive months and categories below it. This is designed to work with WordPress's Default theme (aka Kubrick), but will probably work with many other themes with a little modification.

Save this to `arc-cont.php`:

```php
<?php
/*
Template Name: Archives with Content
*/
?>

<?php get_header(); ?>

<div id="content" class="widecolumn">

 <?php if (have_posts()) : while (have_posts()) : the_post();?>
 <div class="post">
  <h2 id="post-<?php the_ID(); ?>"><?php the_title();?></h2>
  <div class="entrytext">
   <?php the_content('<p class="serif">Read the rest of this page &raquo;</p>'); ?>
  </div>
 </div>
 <?php endwhile; endif; ?>
 <?php edit_post_link('Edit this entry.', '<p>', '</p>'); ?>

</div>
<div id="main">

<?php include (TEMPLATEPATH . '/searchform.php'); ?>

<h2>Archives by Month:</h2>
  <ul>
    <?php wp_get_archives('type=monthly'); ?>
  </ul>

<h2>Archives by Subject:</h2>
  <ul>
     <?php wp_list_cats(); ?>
  </ul>

</div>
<?php get_footer(); ?>
```

A Page of Posts

A Page Template that displays posts from a specific category depending on what Page is being displayed. This is designed to work with the WordPress Default theme (aka Kubrick), but may work with other themes with a little modification.

Save this to `pageofposts.php`:

```php
<?php
/*
Template Name: PageOfPosts
*/

get_header(); ?>

      <div id="content" class="narrowcolumn">

<?php
// page id 21 will get category ID 12 posts, page 16 will get category 32 posts, page 28 will get category 17
posts
if (is_page('21') ) {
$cat = array(12);
} elseif ( is_page('16') ) {
$cat = array(32);
} elseif ( is_page('28') ) {
$cat = array(17);
} else {
$cat = '';
}

$showposts = -1; // -1 shows all posts
$do_not_show_stickies = 1; // 0 to show stickies
$args=array(
    'category__in' => $cat,
    'showposts' => $showposts,
    'caller_get_posts' => $do_not_show_stickies
    );
$my_query = new WP_Query($args);

?>

      <?php if( $my_query->have_posts() ) : ?>

            <?php while ($my_query->have_posts()) : $my_query->the_post(); ?>
                    <?php
                    //necessary to show the tags
                    global $wp_query;
                    $wp_query->in_the_loop = true;
                    ?>
                    <div <?php post_class() ?> id="post-<?php the_ID(); ?>">
                            <h2><a href="<?php the_permalink() ?>" rel="bookmark" title="Permanent Link to
<?php the_title_attribute(); ?>"><?php the_title(); ?></a></h2>
                            <small><?php the_time('F jS, Y') ?> <!-- by <?php the_author() ?> --></small>

                            <div class="entry">
                                    <?php the_content('Read the rest of this entry »'); ?>
                            </div>

                            <p class="postmetadata"><?php the_tags('Tags: ', ', ', '<br />'); ?> Posted in
<?php the_category(', ') ?> | <?php edit_post_link('Edit', '', ' | '); ?>  <?php comments_popup_link('No
Comments »', '1 Comment »', '% Comments »'); ?></p>
                    </div>

            <?php endwhile; ?>

      <?php else : ?>

            <h2 class="center">Not Found</h2>
            <p class="center">Sorry, but you are looking for something that isn't here.</p>
            <?php get_search_form(); ?>

      <?php endif; ?>

      </div>

<?php get_sidebar(); ?>

<?php get_footer(); ?>
```

WordPress as a CMS

You can use WordPress for basic content management. If you do, you'll probably create a large number of pages for your content.

Using a Page as the Front Page

A Page can easily be set to be your site's Front Page. Visit the Administration > Settings > Reading panel and under **Front page displays**, you can choose to set any (published) Page or Posts Page as the Front Page. The default setting shows your blog with the latest blog posts.

Including a Page

You might also want to include Pages in various places on your site. That way, you can have an easy way to edit elements of your website. There is a Plugin called Improved Include Page that makes doing this easy.

The Dynamic Nature of WordPress "Pages"

A web page can be *static* or *dynamic.* Static pages, such as a regular HTML page that you might create with Dreamweaver, are those which have been created once and do not have to be regenerated every time a person visits it. In contrast, dynamic pages, such as those you create with WordPress, do need to be regenerated every time they are viewed; code for what to generate has been specified by the author, but not the actual page itself. These use extensive PHP code which is evaluated each time the page is visited, and the content is thus generated on the fly, upon each new visit.

Almost everything in WordPress is generated dynamically, including **Pages**. Everything you and others write in WordPress (Posts, **Pages**, Comments, Blogrolls, Categories, etc.) is stored in your MySQL database. When your site is accessed, that database information is then used by your WordPress Templates from your current Theme to generate the web page being requested. Thus, WordPress information is dynamic, including the information contained in your **Pages**.

An example of a static page might be an HTML document (without any PHP code) you've written as an addition to your dynamically generated WordPress pages, perhaps an "About Me" page. The problem with purely static pages is that they are difficult to maintain. Changes you make to your WordPress settings, Themes and Templates will not be propagated to pages coded only in HTML. The **Page** feature of WordPress was developed, in part, to alleviate this problem. By using **Pages**, users no longer have to update their static pages every time they change the style of their site. Instead, if written properly, their dynamic **Pages** will update themselves along with the rest of your blog.

Despite the dynamic nature of **Pages**, many people refer to them as being static. In the context of web publishing, static and dynamic mean what has been described above. More generally, however, static can mean "characterized by a lack of change". It is easy to see how this definition influenced the word's use in describing types of web pages. It is also easy to see why people think of **Pages** as being static; Posts come and go, but **Pages** are here to stay since **Pages** are typically used to display information about your site which is constant (e.g., information about yourself, description of your site).

In other words, a **Page** contains *static information* but is *generated dynamically*. Thus, either "static" or "dynamic" may be validly used to describe the nature of the WordPress **Page** feature. However, in order to avoid confusion, and because **Pages** *themselves* are dynamic while it is only their *contents* which are in some way static, this document does not refer to **Pages** as being static.

Related content:

- Making Your Blog Appear in a Non-Root Folder
- How to Use Sort Order for Page Navigation

Categories: Getting Started | Design and Layout | Templates

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Writing Posts

Languages: **English** • 日本語 • Română • ไทย • (Add your language)

Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.

To write a post:

1. Log in to your WordPress Administration Panel (Dashboard).
2. Click the Posts tab.
3. Click the Add New Sub Tab
4. Start filling in the blanks.
5. As needed, select a category, add tags, and make other selections from the sections below the post. Each of these sections is explained below.
6. When you are ready, click **Publish**.

Descriptions of Post Fields

WordPress Admin Writing
Post Advanced Panel -
Top of Page

Title

The title of your post. You can use any words or phrases. Avoid using the same title twice as that will cause problems. You can use commas, apostrophes, quotes, hypens/dashes, and other typical symbols in the post like "My Site - Here's Lookin' at You, Kid." WordPress will clean it up for the link to the post, called the *post-slug*.

Post Editing Area

The blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the HTML view to compose your posts. For more on the HTML view, see the section below, Visual Versus HTML View.

Preview button

Allows you to view the post before officially publishing it.

Publish box

Contains buttons that control the state of your post. The main states are Published, Pending Review, and Draft. A *Published* status means the post has been published on your blog for all to see. *Pending Review* means the draft is waiting for review by an editor prior to publication. *Draft* means the post has not been published and remains a draft for you. If you select a specific publish status and click the update post or Publish button, that status is applied to the post. For example, to save a post in the

Contents

[hide]

Home Page

WordPress Lessons

Getting Started

Working with WordPress

Design and Layout

Advanced Topics

Troubleshooting

Developer Docs

About WordPress

Codex Resources

Community portal

Current events

Recent changes

Random page

Help

Pending Review status, select Pending Review from the Publish Status drop-down box, and click Save As Pending. (You will see all posts organized by status by going to Posts > Edit). To schedule a post for publication on a future time or date, click "Edit" in the Publish area next to the words "Publish immediately". Change the settings to the desired time and date. You must also hit the "Publish" button when you have completed the post to publish at the desired time and date.

Publish box

Visibility - This determines how your post appears to the world. Public posts will be visible by all website visitors once published. Password Protected posts are published to all, but visitors must know the password to view the post content. Private posts are visible only to you (and to other editors or admins within your site)

Permalink

After you save your post, the Permalink below the title shows the potential URL for the post, as long as you have permalinks enabled. (To enable permalinks, go to Settings > Permalinks.) The URL is generated from your title. In previous versions of WordPress, this was referred to as the "page-slug." The commas, quotes, apostrophes, and other non-HTML favorable characters are changed and a dash is put between each word. If your title is "My Site - Here's Lookin' at You, Kid", it will be cleaned up to be "my-site-heres-lookin-at-you-kid" as the title. You can manually change this, maybe shortening it to "my-site-lookin-at-you-kid".

Save

Allows you to save your post as a draft / pending review rather than immediately publishing it. To return to your drafts later, visit Posts - Edit in the menu bar, then select your post from the list.

Publish

Publishes your post on the site. You can edit the time when the post is published by clicking the Edit link above the Publish button and specifying the time you want the post to be published. By default, at the time the post is first auto-saved, that will be the date and time of the post within the database.

Post Tags

Refers to micro-categories for your blog, similar to including index entries for a page. Posts with similar tags are linked together when a user clicks one of the tags. Tags have to be enabled with the right code in your theme for them to appear in your post. Add new tags to the post by typing the tag into the box and clicking "Add".

Categories

The general topic the post can be classified in. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category. To add a new category, click the +Add New Category link in this section. You can manage your categories by going to Posts > Categories.

Excerpt

A summary or brief teaser of your posts featured on the front page of your site as well as on the category, archives, and search non-single post pages. Note that the Excerpt does not usually appear by default. It only appears in your post if you have changed the `index.php` template file to display the **Excerpt** instead of the full **Content** of a post. If so, WordPress will automatically use the first 55 words of your post as the Excerpt or up until the use of the **More Quicktag** mark. If you use an **Explicit Excerpt**, this will be used no matter what. For more information, see Excerpt.

Send Trackbacks

A way to notify legacy blog systems that you've linked to them. If you link other WordPress blogs, they'll be notified automatically using pingbacks. No other action is necessary. For those blogs that don't recognize pingbacks, you can send a trackback to the blog by entering the website address(es) in this box, separating each one by a space. See Trackbacks and Pingbacks for more information.

Custom Fields

Custom_Fields offer a way to add information to your site. In conjunction with extra code in your template files or plugins, **Custom Fields** can modify the way a post is displayed. These are primarily used by plugins, but you can manually edit that information in this section.

Discussion

Options to enable interactivity and notification of your posts. This section hosts two check boxes: **Allow Comments on this post** and **Allow trackbacks and pingbacks on this post**. If **Allowing Comments** is unchecked, no one can post

comments to this particular post. If **Allowing Pings** is unchecked, no one can post pingbacks or trackbacks to this particular post.

Password Protect This Post

To password protect a post, click Edit next to Visibility in the Publish area to the top right, then click Password Protected, click Ok, and enter a password. Then click OK. Note - Editor and Admin users can see password protected or private posts in the edit view without knowing the password.

Post Author

A list of all blog authors you can select from to attribute as the post author. This section only shows if you have multiple users with authoring rights in your blog. To view your list of users, see Users tab on the far right. For more information, see Users and Authors.

WordPress Admin Writing
Post Advanced Panel -
Bottom of Page

Note: You can set basic options for writing, such as the size of the post box, how smiley tags are converted, and other details by going to Settings > Writing. See Writing Options SubPanel.

Best Practices For Posting

You can say or show the world anything you like on your WordPress site. Here are some tips you need to know to help you write your posts in WordPress.

Practice Accessibility

To be compliant with web standards for accessibility, be sure to include ALT and TITLE descriptions on links and images to help your users, such as `<a title="WordPress Codex" href="http://codex.wordpress.org/">WordPress Codex</a>`.

Use Paragraphs

No one likes to read writing that never pauses for a line break. To break your writing up into paragraphs, use double spaces between your paragraphs. WordPress will automatically detect these and insert `<p>` HTML paragraph tags into your writing.

Using Headings

If you are writing long posts, break up the sections by using headings, small titles to highlight a change of subject. In HTML, headings are set by the use of `h1`, `h2`, `h3`, `h4`, and so on. By default, most WordPress Themes use the first, second, and sometimes third heading levels within the site. You can use `h4` to set your own headings. Simply type in:

```
<h4>Subtitle of Section</h4>
```

with double lines before and after and WordPress will make that title a headline in your post. To style the heading, add it to your `style.css` style sheet file. For more information on styling headings, check out Designing Headings.

Use HTML

You don't have to use HTML when writing your posts. WordPress will automatically add it to your site, but if you do want control over different elements like boxes, headings, and other additional containers or elements, use HTML.

Spell Check and Proof

There are spell check Plugins available, but even those can't check for everything. Some serious writers will write their posts in a text editor with spell check, check all the spelling and proof it thoroughly before copying and pasting into WordPress.

Think before you post

Ranting on blogs is commonplace today, but take a moment and think about what you are writing. Remember, once it is out

there, it can be seen by many and crawled by search engines; and taking things back is harder once it is public. Take a moment to read what you've written before hitting the Publish button. When you are ready, share it with the world.

Write about what you like

You've heard this a thousand times before and it sounds too cliched, but it is true. If you force yourself to write something that you don't really enjoy, it will show. Perhaps you might not have a specific theme for writing when you just start, but that's ok. You'll become more focused later. Just enjoy the experience and write what you like.

Write frequently

Write as frequently as you can, may be even more than twice a day, but don't let quantity get in the way of quality. Your viewers come for content, don't give them useless stuff.

Don't use too much slang

Not all the readers will be from your part of the world so make sure people can understand easily.

Don't hide your emotions

Tempting as it might be, don't hide your real emotions. After all that is what a blog is about. If you want, you can stay anonymous and voice your feelings on whatever you are passionate about. You might have strong views on various subjects but let your readers know your passion. What is passion worth if you can't even share it? You'll actually love the discussions it can lead to. The discussions will broaden your own thinking and you might end up making some really good friends.

Consider your readers

Perhaps this sounds weird, but consider who needs to know about your blog before you tell them about your new blogging hobby. Will you be able to write freely if you tell them? How much should you let your readers know about you? Is it ok if your boss or girlfriend reads your posts? If you don't want them to read, take anonymity measures accordingly.

Make use of comments

Comments let people share their ideas. Sometimes, they might not be good, but you can ask such people to shut up. Most of the times, they will and if they don't you can delete their comments. Blogging like real life, can be both fun and not so fun at times. Be prepared. Also, give your people a place to contact you in private if they want to write to you.

Worry about blog design later

Blog design matters, but only to an extent. Don't give up on blogging just because the design isn't coming up as you'll like it it to be. Sooner or later, you'll get around the design problems with ease. But continue writing. Content is what attracts your readers, not just the look of your blog.

Don't play too safe

Talk about the real you. Readers aren't impressed by how big your house is, which cool club you belong to, or what the weather is in your hometown. Don't be a bore and put a long post on how you fixed the leaking tap in minutes. Readers don't care about braggers, they care about the real you--how you feel, what gets you excited, why you are the person you are. But if achievements are all that you can talk about, you will bore your readers.

Use pictures and videos

They make the pages colorful and viewers get to see a little of your part of the world. They feel connected.

Keep writing

Don't stop blogging. If you don't have anything to write about, chances are, you are still holding back. Let loose. Perhaps surf more blogs and maybe you'll get an idea. You can write about your friends, complain about your boss, or simply rant about what's gone wrong. Yet if nothing else works, just write a review on the latest movie, book, or product. Easy actually.

Save your posts

Save your posts before you press the publish button. Anything can happen with your computer or with an internet connection. You don't need to lose your post.

Visual Versus HTML Editor

When writing your post, you have the option of using the visual or HTML mode of the editor. The visual mode lets you see your post as is, while the HTML mode shows you the code and replaces the WYSIWYG editor buttons with quicktags. These quicktags are explained as follows.

- **b** - HTML tag for strong emphasis of text (i.e. **b**old).
- *i* - HTML tag for emphasis of text (i.e. *i*talicize).
- b-quote - <blockquote></blockquote> HTML tag to distinguish quoted or cited text.
- del - <del></del> HTML tag to label text considered deleted from a post. Most browsers display as ~~striked through text~~.

(Assigns datetime attribute with offset from GMT (UTC))

- link - HTML tag to create a hyperlink.
- ins - <ins></ins> HTML tag to label text considered inserted into a post. Most browsers display as <u>underlined text</u>. (Assigns datetime attribute with offset from GMT (UTC))
- ul - HTML tag will insert an unordered list, or wrap the selected text in same. An unordered list will typically be a bulleted list of items.
- ol - HTML tag will insert a numbered list, or wrap the selected text in same. Each item in an ordered list are typically numbered.
- li - HTML tag will insert or make the selected text a list item. Used in conjunction with the ul or ol tag.
- code - <code></code> HTML tag for preformatted styling of text. Generally sets text in a `monospaced font, such as Courier`.
- more - <!--more--> WordPress tag that breaks a post into "teaser" and content sections. Type a few paragraphs, insert this tag, then compose the rest of your post. On your blog's home page you'll see only those first paragraphs with a hyperlink ((`more...`)), which when followed displays the rest of the post's content.
- page - <!--nextpage--> WordPress tag similar to the `more` tag, except it can be used any number of times in a post, and each insert will "break" and paginate the post at that location. Hyperlinks to the paginated sections of the post are then generated in combination with the wp_link_pages() or link_pages() template tag.
- lookup - Opens a JavaScript dialogue box that prompts for a word to search for through the online dictionary at answers.com. You can use this to check spelling on individual words.
- Close Tags - Closes any open HTML tags left open--but pay attention to the closing tags. WordPress is not a mind reader (!), so make sure the tags enclose what you want, and in the proper way.

Workflow Note - With Quicktag buttons that insert HTML tags, you can for example click *i* to insert the opening `<em>` tag, type the text to be enclosed, and click */i* or Close Tags to insert the closing tag. However, you can eliminate the need for this 'close' step by changing your workflow a bit: type your text, select the portion to be emphasized (that is, italicized), then click *i* and your highlighted text will be wrapped in the opening and closing tags.

The Quicktag buttons also have the `accesskey` JavaScript attribute set, so you may be able to use a keyboard equivalent (e.g., `Alt-b` for **bold**) to "press" the button, depending on your browser.

On Windows, IE and Firefox prior to 2.0b2 use `Alt` to activate accesskeys, while Firefox 2.0b2 uses `Alt-Shift`. On Mac OS X, Firefox uses `Ctrl`.

More Information and Resources

- Understanding the Write Post SubPanel
- About Weblogs - What is Blogging all about?
- First Steps With WordPress
- WordPress Lessons
- How WordPress Processes Post Content

Category: Getting Started

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Codex tools: Log in / create account

Using Images

A picture says more than a thousand words.
WordPress makes it easy for you to add images to your WordPress site. You can upload them directly from within WordPress by using the built-in file uploading utility in the post screen. Or you could use any FTP Client software to upload many images to your WordPress site.

The Quicktag buttons feature an **image** link, making it easy to link to images from within your post as you write it. If you used the inline upload feature, your picture will be in the /wp-content/uploads folder, unless you've specified another folder on the Miscellaneous admin panel.

WordPress can now (within the posting page) resize images and create thumbnails. There are also photo galleries that can show many images without adding each one separately to a page.

And if you choose to let the images speak for you, consider creating a PhotoBlog or Gallery.

Contents

[hide]

Home Page
WordPress Lessons
Getting Started
Working with WordPress
Design and Layout
Advanced Topics
Troubleshooting
Developer Docs
About WordPress

Codex Resources
Community portal
Current events
Recent changes
Random page
Help

Styling Images in WordPress

Current versions of WordPress now have image alignment built-in. WordPress adds CSS classes to align the image to the right, left, and center of a paragraph, so the text will wrap around the image.

In order to take advantage of these new CSS classes for image alignment and the text wrapping around the image, the WordPress Theme must include the following in the `style.css` found in the WordPress Theme directory.

```
img.alignright {float:right; margin:0 0 1em 1em}
img.alignleft {float:left; margin:0 1em 1em 0}
img.aligncenter {display: block; margin-left: auto; margin-right: auto}
a img.alignright {float:right; margin:0 0 1em 1em}
a img.alignleft {float:left; margin:0 1em 1em 0}
a img.aligncenter {display: block; margin-left: auto; margin-right: auto}
```

When adding the image in your WordPress blog, select the image alignment as right, left, or center in the Image/Media Panel.

The image will be embedded into your blog post with the selected style for alignment such as:

```
<img src="http://example.com/images/leaf.jpg"
 alt="leaf graphic"
 title="leaf graphic"
class="alignright size-medium wp-image-3109"
height="25" width="30"/>
```

For more information on styling images in WordPress, see Wrapping Text Around Images.
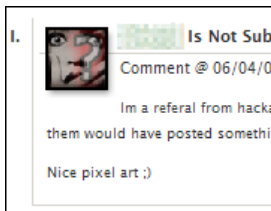
Images Resources for WordPress

Example of images in
background, sidebar,
blockquote, and post

There are a variety of WordPress Plugins which add image functionality, utilities, and galleries to your website. Some run from within WordPress while others stand alongside.

You can also add images to your WordPress site through the use of template tags, Plugins, and in the style sheet of your Theme. For example, you can add images to your:

- Categories
- Comments with Gravatars
- Graphics Symbols
- Header
- Headings
- Smilies

Gravatar used in
Comments

- Sidebar
- Footer
- Lists
- Menus
- Between posts
- Between lists
- Graphics in Feeds
- Links and Blogrolls
- Next and Previous Links
- Template Tags - Many feature image parameters

Using Images in Posts

Images can be used in a variety of methods in your WordPress posts and Pages. They can be a major subject, or a referenced detail that enhances the information or story.

The first thing you should consider is the "look" of the images on your page. Not what the images are of, but the general look of how they flow and interact with the rest of the content on your page. Wrapping Text Around Images helps you to begin to understand how images interact with the text around them, changing the margins, padding and borders around the images within the content. It will also help you understand how to create captions under your images.

The next thing to consider is the size of the images. There are two ways of actually **sizing** an image. It is either the size that it is, or a thumbnail link which, when clicked, takes the user to a new page with an enlarged image of the graphic.

Inserting Images into Posts

Inserting an image into a post still seems to confuse a lot of people.

In versions of Wordpress later than 2.5, inserting images has become very easy. Please see this page:
http://codex.wordpress.org/Using_Image_and_File_Attachments

- - -

There are 2 steps involved to inserting an image into a post. First, the image file must be uploaded onto your web server before it can be inserted into a post. The second step is to actually insert the image into the post in the appropriate location.

The simplest way to do this is to use the "Add Media" function on the post screen (beside the "Visual" and "HTML" tabs). Choose the appropriate button depending on whether you are adding photos, videos, audio, or miscellaneous media (e.g. PDF files). This method will complete both steps as outlined above.

In the "From Computer" area of the screen you need to upload the desired image file. NOTE: Before hitting the "Upload from Computer" button it is recommended that you select the "Browser Uploader" instead of using the default Flash Uploader. After selecting the "Browser Uploader", hit the "Browse..." button and choose the desired image file on your computer. Then, hit the "Upload" button. Your image file is now on your web server.

Make sure you give the image an appropriate title, as well as a relevant description if desired. Choose the desired alignment and size, and hit the "insert into post" button. Your image is now inserted into the post at the location where your cursor was last active.

Every time you upload an image to your web server it is added to the "Gallery" of images that are available for that blog. If you want to insert the same image into another post go to the "Gallery", hit the "Show" link, and then follow the same instructions to insert that image into another location or post.

You can also manually upload an image onto your webserver with an ftp program. The details for this method are not included here.

Image Size and Quality

The size and quality of an image for use on a web page is determined by a variety of things.

Physical Size
  The physical size of an image is based upon two things: The size of the image on the screen and the file size. Generally, the file size is treated as a different issue.

File Size
  This is the size of the file on your hard drive or server.

Resolution
  Resolution refers to the number of pixels in an image. Resolution is sometimes identified by the width and height of the image as well as the total number of pixels in the image.

File Type
  There are basically X image types popularly found on the Internet: `jpeg,gif,png` and (for favicons (the icons next to the address)) `ico`.

The **physical size** of the image is information we need to know in order to determine how much "space" will the image occupy on a web page. If your WordPress Theme features a fixed width content area of 600 pixels and the image you want to use is 800, the image will push the sidebar and layout of your web page around, messing up your design. Images within that 600 pixel width need to be restricted to that maximum width in order to protect the layout of your page. It's up to you to determine what size they should be from there, matching the image to your overall layout and styles.

File size dictates the time it takes to load your page, the larger the file size, often increased because of a high **image resolution** quality, the longer it will take to load. People often don't have the patience to wait through long web page loads, so keeping your file sizes low speeds up your web page access times. Typically, large high quality images should be kept between 100K and 60K. Smaller images should be closer to 30K and lower.

The **resolution** of the image dictates its clarity. The higher the resolution, though, the larger the file size, so you have to make a compromise between quality and file size.

Luckily, the various file types most commonly used on the Internet have *compression* features. When you save the file as one of these types, it condenses or *compresses* the data information in the image file. Internet browsers can *decompress* this information to display the image on the screen. Some graphic software programs allow you to set the compression rate to control the quality of the image (and file size) at the time you save it. Depending upon your use of the images on your site, you

may have to experiment with this to get the right ratio that keeps the resolution quality good while maintaining a small file size.

Websites use four common **file types**. The end of a filename (called the *extension*) tells what type it is. One type, `ico`, is to make a *favicon* file -- but this is usually only done when a website is first set up. The other three types are used for general images:

- `jpg` (JPEG) is good for photographs. Saving a photo as `jpg` removes detail from the photo. Good photo editors let you control how much detail is removed (the "compression"). Different photos need different compression; doing this carefully and viewing the result can give you a usable photo with a small file size.
- `gif` can be poor for photographs. It's better for line art, like logos, with solid areas of the same color.
- `png` is for both photographs and line art. It compresses photos without losing detail, but usually makes larger photo files than JPEGs. Some older browsers don't completely support `png`, though.

If you aren't sure which file type is best for a particular image, try saving the image in more than one type and comparing the file sizes. Using the right type can make a big difference! There's more information in Sitepoint's GIF-JPG-PNG What's the Difference article.

Resizing Images

Not all graphic software packages allow you to resize images, though most should. Check your graphics software table of contents or index for *resize*, *size*, *transform*, *reduce*, or *enlarge*, all synonyms for the for the same thing. If they don't have the feature, you may have to find different software.

The process of resizing images is fairly simple. There are usually two methods:

1) You can resize an image through the use of tools provided which allow you to manually shift the edges of an image to deform or resize the image. The best way is to grab a corner, not the edge, to resize the image. The corner "handle" will usually resize the image maintaining the overall height-width ratio. Check your manual for specific instructions.

2) The other method involves simply specifying the image's final size. The advanced graphics programs allow you to set it by exact dimensions or a percentage of reduction or enlargement.

After resizing the image, the image may be smaller, but it may also be slightly out of focus. You can sharpen the focus of the small image by using the **sharpen** feature in your software.

When you have fine-tuned your small sized image or new thumbnail, export the image as a `jpg`, `gif`, or `png`.

Styling Images

Images can have borders, frames, captions, and be styled in many different ways. There are basically two ways to style an image on your site. You can style it from within the style sheet or *inline* on a specific image.

Styling All Images

Styling your images from within the `style.css` of your WordPress Theme can cover the styling for every image on your site, or specific images.

To style every image on your site to look a particular way, look for or add the CSS selector for the `image` tag. Then add your styles to the tag. For instance, let's say that you want a black border around all of your images and you want space between the border and the image, as well as the appropriate spacing around the image and the text.

```
img {
     margin: 5px;
     padding: 10px;
     border: solid black 1px
}
```

Maybe you want something a little more dramatic. You can change the border thickness and set it to a "double" line. And maybe you really want to isolate your image from the rest of the text, so you increase the margin around the image.

```
img {
    margin: 20px;
    padding: 10px;
    border: double black 1px
}
```

Styling Some Images

You can add to your style sheet a specific style for certain images. If you have already styled all of your images, you must make sure you specify every style declaration or attribute specified in the `image` tag style in order to override that attribute. If you do not change the margin, then it will remain the same in the new style. This is called the CSS Parent/Child Relationship.

Let's say you would like to have some images in your posts filed in the category of Nature have a nice green background. The rest of the images should look the same, just the ones you add in your Nature category. You simply add a `class` to your style sheet and each image within that category.

To make it easy to remember, we'll call our `class` "nature". We want to have a very dark green thick border and a medium green background around the image to highlight it.

```
img.nature {
    margin: 20px;
    padding: 20px;
    border:solid #003300 4px;
    background: #006600;
}
```

On each of the images within that category, you simply add the `class` for "nature":

```
<img src="leaf.gif" alt="Red leaf" class="nature" />
```

If you need more styles for different images, you can create more of them as needed.

Styling One or Two Images Inline

There are times when you just want one or two images on your site to look different from the rest. This technique is called **inline styles.** It applies the CSS styles directly to the image itself.

For example, say you want to have an image isolated against a black background to call attention to it.

```
<img src="leaf.gif" alt="Red leaf" style="padding:20px;
background: black; border: none" />
```

This is not a technique to use on every image. It is to be used on occasional images that need a "little something special."

Resources

- Wrapping Text Around Images
- WordPress Design and Layout
- Photoblogs and Galleries
- Image File Formats on the Web

This article is marked as in need of editing. You can help Codex by editing it.

Categories: Design and Layout | WordPress Lessons | Copyedit

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Podcasting

What Is Podcasting?

Podcasting is distributing audio or video content via RSS 2.0, or Atom. Podcast clients such as iTunes, Juice, or CastPodder(linux) allow listeners to subscribe to your RSS/Atom feed and automatically download your content to their portable audio players as it becomes available.

How It Works

1. Create audio or video that you want to share (usually MP3 or MP4)
2. Upload the file to a server
3. Link to the file in a post in your weblog
4. Wordpress automatically Includes a link to the file in your RSS/Atom feed
5. Listeners "subscribe" with podcast client application to your RSS/Atom feed and download new files automatically.

WordPress creates all the necessary links for you!

Using WordPress For Podcasting

Podcasting is seamlessly supported as of Wordpress 1.5. Just link to an audio file in one of your posts and WordPress will automatically add the necessary enclosure tag to your RSS2 feed to make it useable as a podcast.

Important: *Use a complete, absolute URI when linking to the audio file.* Otherwise WordPress will not make an enclosure for it.

```
Wrong: <a href="my-podcast.mp3">My podcast</a>

Right: <a href="http://example.com/my-podcast.mp3">My podcast</a>
```

That's it — just link to an audio file and WordPress takes care of everything for you.

Well, there is one more step: You need to make your RSS2 feed available. Be sure to put a link somewhere on your page:

```
http://example.com/wordpress/?feed=rss2
```

Or, if you're using Atom:

```
http://example.com/wordpress/?feed=atom
```

As of WordPress 1.5, the RSS 2.0/Atom links are located on the bottom of the page by default.

To make life easier for iTunes users, consider also linking to your podcast feed with the itpc:// protocol rather than http, e.g.:

```
itpc://domain.org/path/?feed=atom
```

Contents

[hide]

Home Page
WordPress Lessons
Getting Started
Working with WordPress
Design and Layout
Advanced Topics
Troubleshooting
Developer Docs
About WordPress

Codex Resources

Community portal
Current events
Recent changes
Random page
Help

iTunes users will then be able to subscribe to your feed with a single click.

Notes:

1. As of WordPress 1.5, this **only** works for *posts* but not for static *pages*.
2. Make sure the linked file is accessible when you publish your post. Otherwise, WordPress won't be able to collect the information it needs from the linked files.
3. If you change a linked file, republish the post so WordPress can update its file size information about the file.
4. Occasionally, you may have to put .xml at the end of the RSS/Atom url, for it to properly work.
5. To get Wordpress to recognize m4a and m4b files as podcasts, you need to make sure that your web server is configured to serve them with the right content-type. Do this by adding the following directives to your Apache configuration file or .htaccess file:

```
AddType audio/x-m4a .m4a
AddType audio/x-m4b .m4b
```

Dedicated Podcasts

To create a dedicated podcast feed:

1. Create a category in the Admin > Manage > Categories panel for your audio files and call it something like "podcasts".
2. Assign every post containing an audio link to your "podcasts" category.
3. If your blog is at example.com, your podcast feed will automatically be available at:

```
http://example.com/wordpress/?feed=rss2&category_name=podcasts
```

Add this to your .htaccess file to make a nice rewrite rule that points visitors directly to your podcasts (assumes you've categorised your podcasts as 'podcasts' as in the example above):

```
#podcast rewrite
RewriteRule ^podcasts/?$ /yourWPsubdirectoryhere/index.php?category_name=podcasts [QSA,L]
RewriteRule ^podcasts/feed/(atom|rss2)/?$ /yourWPsubdirectoryhere/index.php?feed=$1&category_name=podcasts
[QSA,L]
```

Now, you can give your podcasts feed as http://example.com/podcasts/feed/rss2 for RSS2 format, or http://example.com/podcasts/feed/atom for Atom format. (If you don't know the difference between the two, give out the first, as RSS2 is generally a bit better supported).

Archive.org issues

Archive.org can be used to host podcast audio files but archive.org uses re-directs on the file paths it publishes - this confuses WordPress, and consequently, the Podcast publication fails (missing enclosure tag error).

To avoid this error, if you are hosting your audio files on archive.org, you need to add a Custom Field called "enclosure" and paste the full url for the mp3 file in the Value field.

External Links

- Wikipedia on Podcasting
- iPodder on Podcasting
- PodPress - Podcasting Plugin Designed to make Podcasting super easy in Word Press. Includes iTunes support and a built in Flash MP3 Player
- Podcasting for WordPress A WordPress podcasting plugin focused on making the podcasting experience as simple and bloat free as possible.
- Podcasting - Blubrry PowerPress Podcast Plugin Blubrry PowerPress brings the essential features for podcasting to WordPress. Developed by podcasters for podcasters, PowerPress offers full iTunes support, the Update iTunes Listing feature, 5 customizable web audio/video media players and more. PowerPress is designed as an upgrade to PodPress.

- Podcast Feedcheck Tool Used for verifying tag contents and tweaking RSS and iTunes tag output.
- c't magazin German Magazine features on podcasting and how to use WordPress for podcast. Issue 14/2005
- ChrisJDavis Podcasting with WordPress
- Tom Raftery I.T. Detailed instructions on overcoming the archive.org audio file publishing issue
- WordPress QuickTag Button for Podcasting Adds Link for podcasting

Post Podcasts with PodCasting

Podcasting brings complete podcasting support to WordPress. Podcasting will take a file from somewhere on the web (either your site or another site) and it will add it to an iTunes-based feed. Podcasting also includes a player allowing visitors to your site to view the file on the web.

Features

- Adds a dedicated Podcasting feed with full iTunes support
- Includes the ability to have multiple podcasting feeds based on file format or other factors
- Fully integrates with ant existing enclosures already stored in WordPress
- Offers a migration tool for users of podPress

Post Podcasts with PodPress

(Warning: PodPress doesn't work with WordPress 2.7!)

The PodPress plugin is designed to make Podcasting with WordPress as easy as possible.

Features

- Full featured and automatic feed generation (RSS2, iTunes and ATOM)
- Auto Generation of enclosure tag
- Preview of what your Podcast will look like on iTunes
- Podcast Download stats
- Support for Premium Content (Pay Only)
- Makes adding a Podcast to a Post very simple
- View MP3 Files ID3 tags while you are Posting
- Control where the player will display within your post.
- Support for various formats including Video Podcasting
- Supports unlimited number of media files.
- Automatic Media player for MP3, MP4, MOV, FLV, ASF, WMV, AVI, and more
- Includes inline and Popup Window support.
- Preview image for videos

More Info

- While you're Posting you will be presented with fields for your media file, and everything is made easy. [1]
- In the admin screens you're able to define your standard podcast settings as well as your iTunes-specific settings and can even see a preview of what your podcast will look in the iTunes music store.
- If you want to control where the player and links will show up in your comment, use the display_podcast tag. [2]
- By adding the mp3 location after your Post, it will show the player in the post, and will add the enclosure tags to your RSS2 feed. [3]
- You can set the iTunes-specific settings and get an instant preview of what it will look like in iTunes. [4]
- You can view your MP3 file's ID3 tag information and even copy the contents of the ID3 tags into your Post. [5]
- The end result is a nice flash player for MP3 plugin support for most video formats. Additionally you will have download links for each media file. [6]
- Here's what it looks like when you play a video inline. [7]

Post Podcasts with Quicktag Button
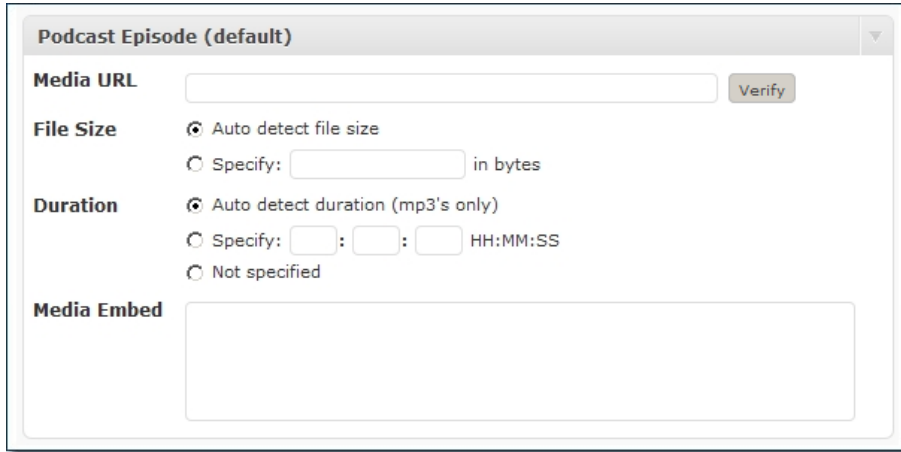
Podz' Podcasting Quicktag Button instructions add a podcasting quicktag button to your Write Post admin panel.

To use the podcasting quicktag button, follow the directions in the article by opening your `quicktags.js` file from your

`/wp-admin` folder in a text editor and adding the supplied code. Save and upload your `quicktags.js` to your site and test it out. In your Write Post panel, have the link ready for your podcast, click the podcasting quicktag button and paste in your link. Done!

Post Podcasts with Blubrry Powerpress

Adding a podcast with PowerPress is as simple as it gets. Once the plugin is installed and configured, go ahead and create a new blog post. A new widget titled 'Podcast Episode' will appear. Simply enter the complete URL (e.g. http://example.com/path/to /media.mp3) into the Media URL field and you're all set. Optionally, you may click the 'Verify' button to confirm the URL is valid. If verification is successful, the media file size and duration (time in hours:minutes:seconds) will be set for you automatically.

PowerPress includes options to add media embed codes (as pictured above) from sites such as YouTube, Blip.tv, UStream.tv, Viddler, etc.. as well as specific iTunes Summary, Subtitle, Keywords and Explicit values. These optional settings can be enabled in PowerPress Settings > Basic tab under the option labeled 'Podcast Entry Box'.

Learn more about PowerPress.

Categories: Getting Started | Advanced Topics | Feeds

Report a Site Bug | Privacy | GPL | Browse Happy | WordPress Updates RSS

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Codex tools: Log in / create account

Resetting Your Password

Languages: **English** • 日本語 • (Add your language)

To Change Your Password

To change your password in **WordPress v2.7** or later:

1. In the Admin Panel, go to USERS
2. Click on your username in the list to edit
3. In the Edit User screen, scroll down to the New Password section and type in a new password in the two boxes provided. The strength box will show how good (strong) your password is.
4. Click the UPDATE USER button

   Your new password takes effect immediately.

Changing your password in older versions

To change your password in **WordPress v1.2**:

1. In the Admin Panel, go to PROFILE
2. Scroll down to the bottom and type in the new password in the two boxes provided
3. Click the UPDATE PROFILE button

   Your new password takes effect immediately.

To change your password in **WordPress v1.5**:

1. In the Admin Panel, go to USERS
2. From the "Your Profile" tab, scroll to the bottom and type in the new password in the two boxes provided.
3. Click the UPDATE PROFILE button

   Your new password takes effect immediately.

To change your password in **WordPress v2.0**:

1. In the Admin Panel, go to USERS (or Profile)
2. From the "Your Profile" tab, scroll down to the Update Your Password section and type in a new password in the two boxes provided.
3. Click the UPDATE PROFILE button

   Your new password takes effect immediately.

Through the automatic emailer

If you know your username and the email account in your profile, you can use the "lost password" feature of Wordpress.

- Go to your Wordpress Login page (something like http://yoursite.com/wordpress/wp-login.php)

Contents

[hide]

Home Page

WordPress Lessons

Getting Started

Working with WordPress

Design and Layout

Advanced Topics

Troubleshooting

Developer Docs

About WordPress

Codex Resources

Community portal

Current events

Recent changes

Random page

Help

- Click on lost password
- You will be taken to a page to put in some details. Enter your user name and the email address on file for that account.
- Wait happily as your new password is emailed to you.
- Once you get your new password, login and change it to something you can *remember* on your profile page.

Note for 1.2.1 Users

There is a bug in 1.2.1 where the email you get includes an incorrectly encoded password. Your email will look similar to this:

```
Mime-Version: 1.0
Content-Type: text/plain; charset=UTF-8
Content-Transfer-Encoding: BASE64
TG9naW46IERpYW5lDQpQYXNzd29yZDogZTIxMTQ2DQpodHRwOi8vZGlhbmV2Lmx3cS9ibG9nL3dicmccmVzcy93cC1sb2dpbi5waHA=
```

The fix for this is to upgrade your site to 1.2.2

Through MySQL Command Line

1. Get an MD5 hash of your password.
    - Visit md5 Hash Generator, or...
    - Create a key with Python. or...
    - On Unix: `echo -n <password> | md5sum`

2. "`mysql -u root -p`" (log in to MySQL)
3. enter your mysql password
4. "`use (name-of-database)`" (select WordPress database)
5. "`show tables;`" (you're looking for a table name with "`users`" at the end)
6. "`SELECT ID, user_login, user_pass FROM (name-of-table-you-found)`" (this gives you an idea of what's going on inside)
7. "`UPDATE (name-of-table-you-found) SET user_pass="(MD5-string-you-made)" WHERE ID = (id#-of-account-you-are-reseting-password-for)`" (actually changes the password)
8. "`SELECT ID, user_login, user_pass FROM (name-of-table-you-found)`" (confirm that it was changed)
9. (type Control-D, to exit mysql client)

Note if you have a recent version of MySQL (version 5.x?) you can have MySQL compute the MD5 hash for you.

1. Skip step 1. above.
2. Do the following for step 7. instead.
    - "`UPDATE (name-of-table-you-found) SET user_pass = MD5('"(new-password)"') WHERE ID = (id#-of-account-you-are-reseting-password-for)`" (actually changes the password)

Through phpMyAdmin

This article is for those who have phpMyAdmin access to their database. **Note: use phpMyAdmin at your own risk. If you doubt your ability to use it, seek further advice. WordPress is not responsible for loss of data.**

Begin by logging into phpMyAdmin and click **databases**.

- A list of databases will appear. Click your WordPress database.

Image #2

Image #3

- All the tables in your database will appear. If not, click **Structure**.
- Look for **wp_users**.
- Click on the icon for **browse** or **structure**.

Image #4

The next screen lists the fields within the wp_users table.

- On **user_login** click **browse** and find the ID number associated with your login. Remember it.
- Go back to the wp_users table.
- On the **user_pass** field, click **browse** and find the ID number associated with your login.

Image #6

- Click **edit**.
- Next to the ID number is a long list of numbers and letters.
- Select and delete these and type in your new password.
- Type in the password you want to use. Just type it in normally, but remember, it is case-sensitive.
- In this example, the new password will be 'rabbitseatcarrots'
- Once you have done that, click the dropdown menu indicated, and select MD5 from the menu.

Image #7

- Check that your password is actually correct, and that MD5 is in the box.

- Click the 'Go' button to the bottom right.
- Test the new password on the login screen. If it doesn't work, check that you've followed these instructions exactly.

Other Tutorials using phpMyAdmin

- phpMyAdmin at tamba2
- Reset a WordPress password from phpMyAdmin
- Change Password using phpMyAdmin
- Password Admin Reset (video)

Through FTP

There is also an easy way to reset your password via FTP, if you're using the admin user.

1. Login to your site via FTP and download your active theme's functions.php file.

2. Edit the file and add this code to it, right at the beginning, after the first <?php:

```
wp_set_password('password',1);
```

Put in your own new password for the main admin user. The "1" is the user ID number in the wp_users table.

3. Upload the modified file back to your site.

4. After you then are able to login, make sure to go back and remove that code. It will reset your password on every page load until you do.

Report a Site Bug | Privacy | GPL | Browse Happy | WordPress Updates RSS

Home   Showcase   Extend   About   Docs   Blog   Forums   Hosting   Download

Codex

Glossary

Languages: **English** • 日本語 • (Add your language)

Absolute Path

An **absolute path** or **full path** is a unique location of a file or directory name within a computer or filesystem, and usually starts with the root directory or drive letter. Directories and subdirectories listed in a path are usually separated by a slash /.

Example: /Users/Matt/www/blog/images/icecream.jpg

To find the *absolute path* of a page, copy the text below into a new text file, save the file as path.php. Then open it in a Web browser (for example, http://www.example.com/images /path.php).

```
<?php
$p = getcwd();
echo $p;
?>
```

- See also: Relative Path
- External links: Path (computing) at Wikipedia

Absolute URI

A full URI.

```
http://www.example.com/blog/images/icecream.jpg
ftp://ftp.example.com/users/h/harriet/www/
```

Apache

Apache is short for Apache HTTP Server Project, a robust, commercial-grade, featureful, and freely-available open source HTTP Web Server software produced by the Apache Software Foundation. It is the most commonly used web server on the internet, and is available on many platforms, including Windows, Unix/Linux, and Mac OS X. Apache serves as a great foundation for publishing WordPress-powered sites.

Array

An **array** is one of the basic data structures used in computer programming. An *array* contains a list (or *vector*) of items such as numeric or string values. *Arrays* allow programmers to randomly access data. Data can be stored in either *one-dimensional* or *multi-dimensional arrays*.

A one-dimension array seven (7) elements would be:

| 105 | 200 | 54 | 53 | 102 | 13 | 405 |

Contents

[hide]

Home Page
WordPress Lessons
Getting Started
Working with WordPress
Design and Layout
Advanced Topics
Troubleshooting
Developer Docs
About WordPress

Codex Resources
Community portal
Current events
Recent changes
Random page
Help

The Template Tag wp_list_categories() uses a one-dimensional array for the 'exclude' parameter.

An example of two-dimensional array, 7 by 3 elements in size, would be:

105	200	54	53	102	13	405
15	210	14	5132		2313	4512
501	500	499	488	552	75	1952

- External links: Array Programming at Wikipedia, Array at freedictionary.com

ASCII

ASCII is short for **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange. Pronounced as "ask ee", it is a standard set of codes used to represent numbers, letters, symbols, and punctuation marks.

- External links: ASCII at Wikipedia (with character set table)

Atom

A format for syndicating content on news-like sites, viewable by Atom-aware programs called news readers or aggregators.

- See also: news reader, RSS, RDF
- External links: Atom (standard) at Wikipedia

Avatar

An **avatar** is a graphic image or picture that represents a user.

- See also: gravatar
- Related articles: Using Gravatars
- External links: Avatar (computing) at Wikipedia

Back to the Top

Binaries

Binaries refer to compiled computer programs, or executables. Many open source projects, which can be re-compiled from source code, offer pre-compiled binaries for the most popular platforms and operating systems.

Blog

A **blog**, or **weblog**, is an online journal, diary, or serial published by a person or group of people.

Blogs are typically used by individuals or peer groups, but are occasionally used by companies or organizations as well. In the corporate arena, the only adopters of the blog format so far have tended to be design firms, web media companies, and other "bleeding edge" tech firms.

Blogs often contain public as well as private content. Depending on the functionality of the CMS software that is used, some authors may restrict access — through the use of accounts or passwords — to content that is too personal to be published publicly.

Blogging

Blogging is the act of writing in one's blog. To *blog* something is to write about something in one's blog. This sometimes involves linking to something the author finds interesting on the internet.

- 98 XHTML
- 99 XML
- 100 XML-RPC
- 101 More Resources

- See also: blogosphere, blogroll

Blogosphere

The **blogosphere** is the subset of internet web sites which are, or relate to, blogs.

- See also: blog, blogroll

Blogroll

A **blogroll** is a list of links to various blogs or news sites. Often a blogroll is "rolled" by a service which tracks updates (using feeds) to each site in the list, and provides the list in a form which aggregates update information.

- See also: blog, blogosphere, feed, news reader
- External links: News aggregator at Wikipedia

Bookmarklet

A **bookmarklet** (or **favelet**) is a "faux" bookmark containing scripting code, usually written in JavaScript, that allows the user to perform a function.

- Examples
  - The WordPress Press This bookmarklet allows a user to quickly blog whichever web site he/she is currently viewing.
  - The delicious.com bookmarklets allow a user to quickly post a link to his/her delicious.com bookmarks list.
  - Tantek's favelets

Boolean

A variable or expression which evaluates to either true or false.

- External links: PHP Boolean data type

Back to the Top

Category

Each post in WordPress is filed under a **category**. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note, the *post category* should not be confused with the Link Categories used to classify and manage Links.

Capabilities

Term related to User authentication and access control. It is an adoption of permissions in RBAC. There are about thirty capabilities in WordPress. See Roles and Capabilities for a Description of the concept and a List of Capabilites.

CGI

CGI (Common Gateway Interface) is a specification for server-side communication scripts designed to transfer information between a Web server and a web-client (browser). Typically, HTML pages that collect data via forms use *CGI* programming to process the form data once the client submits it.

Character Entity

A **character entity** is a method used to display *special characters* normally *reserved* for use in HTML. For example, the *less than* (**<**) and *greater than* (**>**) are used as part the HTML tag structure, so both symbols are *reserved* for that use. But, if you need to display those symbols on your site, you can use *character entities*. For example:

use `<` for the less than (<) symbol

use `>` for the greater than (>) symbol

- Related articles: Fun Character Entities

Character Set

A **character set** is a collection of symbols (letters, numbers, punctuation, and special characters), when used together, represent meaningful words in a language. Computers use an encoding scheme so members of a character set are stored with a numeric value (e.g. 0=A, 1=B, 2=C, 3=D). In addition, a collation determines the order (i.e alphabetic) to use when sorting the character set.

By default, WordPress uses the Unicode UTF-8 (**utf8**) character set for the WordPress MySQL database tables created during the installation process. Beginning with Version 2.2, the database character set (and collation) is defined in the *wp-config.php* file. Also note, the character set used for syndication feeds is set in the Administration > Settings > Reading panel.

- See also: collation
- Related articles: Editing wp-config.php, Converting Database Character Sets
- External links: Character set at Wikipedia, Unicode at Wikipedia, UTF-8 at Wikipedia, Character sets and collation at MySQL

chmod

chmod is a Unix/Linux shell command used to change permissions on files. Its name is a contraction of "**ch**ange **mod**e."

- Related articles: Changing File Permissions, UNIX Shell Skills, htaccess for subdirectories

Class

Classes are groupings of CSS styles which can be applied to any HTML element. For classes in PHP, see the Class (Computing) article at Wikipedia and PHP Manual: Classes and Objects.

- Related articles: CSS, Blog Design and Layout

Collation

Collation refers to the order used to sort the letters, numbers, and symbols of a given character set. For example, because WordPress, by default, uses the UTF-8 (**utf8**) character set, and when the WordPress MySQL database tables are created during the installation process, MySQL assigns **utf8_general_ci** collation to those table. Beginning with Version 2.2, the collation (and character set) used by WordPress is defined in the *wp-config.php* file.

- See also: Character set
- Related articles: Editing wp-config.php, Converting Database Character Sets
- External links: Collation at Wikipedia, Character set at Wikipedia, UTF-8 at Wikipedia, Character sets and collation at MySQL

Comments

Comments are a feature of blogs which allow readers to respond to posts. Typically readers simply provide their own thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.

You can control and regulate comments by filters for language and content. Comments can be queued for approval before they are visible on the web site. This is useful in dealing with comment spam.

- See also: blog
- Related articles: Comment-related plugins, Dealing with comment spam, Settings Discussion SubPanel
- External links: Hyperlink at Wikipedia

Content

Content consists of text, images, or other information shared in posts. This is separate from the structural design of a web site, which provides a framework into which the content is inserted, and the presentation of a site, which involves graphic design. A Content Management System changes and updates content, rather than the structural or graphic design of a web site.

Content Management System

A **Content Management System**, or **CMS**, is software for facilitating the maintenance of content, but not design, on a web site. A blogging tool is an example of a Content Management System.

- See also: blog

cPanel

cPanel is a popular web-based administration tool that many hosting providers provide to allow users to configure their own accounts using an easy-to-use interface.

- Related articles: Using cPanel, Adding New Themes in cPanel
- External links: cPanel website

CSS

CSS, or **Cascading Style Sheets**, is a W3C open standards programming language for specifying how a web page is presented. It allows web site designers to create formatting and layout for a web site independently of its content.

- Related articles: CSS, Blog Design and Layout
- External links: CSS at W3C, Open standards at Wikipedia, W3C.org

Back to the Top

Database

A **database** in computing terms is software used to manage information in an organized fashion. WordPress uses the MySQL relational database management system for storing and retrieving the content of your blog, such as posts, comments, and so on.

- Related articles: Database Description, Backing Up Your Database,

Deprecated

Deprecated functions or template tags are no longer supported, and will soon be obsolete.

- Related articles:

Developer

A **developer**, or **dev**, is a computer programmer who is active in creating, modifying, and updating a software product.

- Related articles: Hacking WordPress, Plugin API

DIV

A **DIV** element in HTML marks a section of text. DIVs are used extensively in WordPress to apply CSS stylings to particular blog elements.

- Related articles: CSS, Blog Design and Layout

DOM

DOM (Document Object Model) is a standard, platform-independent interface that allows programmers to dynamically access HTML and XML to control the content and structure of documents. DOM connects programming scripts to web pages.

- External links: DOM at Wikipedia, DOM at W3C.org

Draft

The **draft** post status is for WordPress posts which are saved, but as yet unpublished. A draft post can only be edited through the Administration Panel, Write Post SubPanel by users of equal or greater User Level than the post's author.

Back to the Top

Excerpt

An **excerpt** is a condensed description of your blog post and refers to the summary entered in the Excerpt field of the Administration > Posts > Add New SubPanel. The *excerpt* is used to describe your post in RSS feeds and is typically used in displaying search results. The *excerpt* is sometimes used in displaying the **Archives** and Category views of your posts. Use the Template Tag the_excerpt() to display the contents of this field. Note that if you do not enter information into the Excerpt field when writing a post, and you use the_excerpt() in your theme template files, WordPress will automatically display the first 55 words of the post's content.

An *excerpt* should not be confused with the **teaser**, which refers to words before the
`<!--more-->`
in a post's content. When typing a long post you can insert the
`<!--more-->`
Quicktag after a few sentences to act as a cut-off point. When the post is displayed, the **teaser**, followed by a hyperlink (such as **Read the rest of this entry...**), is displayed. Your visitor can then click on that link to see the full version of your post. The Template Tag, the_content() should be used to display the teaser.

- Related articles: Customizing the Read More, Excerpt

Back to the Top

Feed

A **feed** is a function of special software that allows "Feedreaders" to access a site automatically looking for new content and then posting the information about new content and updates to another site. This provides a way for users to keep up with the latest and hottest information posted on different blogging sites. Some Feeds include RSS (alternately defined as "Rich Site Summary" or "Really Simple Syndication"), Atom or RDF files. Dave Shea, author of the web design weblog Mezzoblue has written a comprehensive summary of feeds. Feeds generally are based on XML technology.

FTP

FTP, or **File Transfer Protocol**, is rather predictably, a client-server protocol for transferring files. It is one way to download files, and the most common way to upload files to a server.

An FTP *client* is a program which can download files from, or upload files to, an FTP *server*.

You may need to use an FTP client to upload your WordPress files to your web server, particularly if you use a hosting provider.

- Related articles: FTP Clients, Uploading WordPress to a remote host, Using FileZilla

Back to the Top

Gallery

As defined by Andy Skelton, **Gallery**, introduced with WordPress 2.5, is specifically an exposition of images attached to a post. In that same vein, an upload is "attached to a post" when you upload it while editing a post.

In the uploader there is a "Gallery" tab that shows all the uploads attached to the post you are editing. When you have more than one attachment in a post, you should see at the bottom of the Gallery tab a button marked "Insert gallery into post". That button inserts a shortcode "[gallery]" into the post. WordPress replaces that shortcode with an exposition of all images attached to that post. Non-image file types are excluded from the gallery.

Note: If you don't see the "Insert galley into post" button, it may be because you have not attached two images to the post.

The pretty URLs for attachments are made only after you have published the post and should be composed as the post

permalink plus the attachment slug.

- Related articles: Gallery Shortcode, Shortcode API

GMT

GMT, or **Greenwich Mean Time**, is the time zone from which all other time zones are measured. Local times around the globe are calculated according to their offset from the time in Greenwich, England.

- External links: Greenwich Mean Time at Wikipedia, Time zone at Wikipedia

Gravatar

A **gravatar** is a globally recognized avatar (a graphic image or picture that represents a user). Typically a user's gravatar is associated with their email address, and using a service such as Gravatar.com, a blog owner to can configure their blog so that a user's gravatar is displayed along with their comments.

- See also: avatar
- Related articles: Using Gravatars
- External links: Gravatar at Wikipedia

Back to the Top

Hack

A **hack** is a bit of code written to customize or extend the functionality of a software product. Older versions of WordPress used a hack-based extension system, but versions 1.2 and above of WordPress use a plugin API with hooks for extensions.

- See also: hacking, plugin
- Related articles: Changelog, Hacking WordPress, Plugin API
- External links: Open source at Wikipedia

Hacking

Hacking is the process of writing code for, or contributing code to, a piece of software.

There is some controversy surrounding the meaning of this term. It began as a benign term meaning "to exercise proficiency" or "to alter or improve," but the popular media have since construed it to mean "to break into a computer system, usually with malicious intent." Many in the computer industry have recently begun trying to 'take back' the word from its popular mutation, and many have adopted the term *cracking* to replace the malicious interpretation. Because of the desire to reclaim the word, you will often find the term used in conjunction with open source projects, intended in its benign form. For more information about the history of the term, please see Wikipedia's article on *Hacker*.

- See also: hack
- Related articles: Hacking WordPress, Plugins

Hosting provider

A **hosting provider** is a company or organization which provides, usually for a fee, infrastructure for making information accessible via the web. This involves the use of a web server (including web server software such as Apache), and may involve one or more related technologies, such as FTP, PHP, MySQL, and operating system software such as Linux or Unix.

- Related articles: Hosting WordPress

.htaccess

A **.htaccess** file is a granular configuration file for the Apache web server software, used to set or alter the server's configuration settings for the directory in which it is present, and/or its child directories.

WordPress uses an `.htaccess` file in conjunction with the mod_rewrite Apache module to produce permalinks.

Note that `.htaccess` is a *hidden file* in Unix/Linux (as dictated by the preceding period '.'), meaning it may not be visible using the default settings of some FTP clients.

- See also: chmod
- Related articles: htaccess for subdirectories, Using Permalinks, UNIX Shell Skills, Changing File Permissions

HTML

HTML, or **Hypertext Markup Language**, is the W3C standard language with which all web pages are built. It is the predecessor to XHTML, but HTML is often still used to describe either one. It is often used in conjunction with CSS and/or JavaScript.

WordPress strives to conform to the XHTML standard.

- External links: HTML 4.01 Specification, W3C org

Back to the Top

IP address

An **IP address** is a unique number (e.g. `70.84.29.148`) assigned to a computer (or other internet-capable information appliance, such as a network printer) to enable it to communicate with other devices using the *Internet Protocol*. It is a computer's identity on the internet, and every computer connected to the internet is assigned at least one — although the methods of assigning these addresses, and the permanence and duration of their assignment, differ according to the use of the computer and the circumstances of its internet use.

Every web server is assigned an IP address as well, but often times hosting providers will assign multiple IP addresses to one computer, in the event that multiple web sites reside on the same physical server. This is the case with most inexpensive 'managed' or 'group' hosting packages.

Domain names were created to provide an easier means of accessing internet resources than IP addresses, which are cumbersome to type and difficult to remember. Every domain name has at least one corresponding IP address, but only a small number of IP addresses have a domain name associated with them, since only computers that are web servers require domain names. The Domain Name System (DNS) is what maps Domain names to IP addresses.

- External links: Domain names at Wikipedia, Domain Name System (DNS) at Wikipedia

ISAPI

ISAPI (Internet Server Application Programming Interface) is a set of programming standards designed to allow programmers to quickly and easily develop efficient Web-based applications. Developed by Process Software and Microsoft Corporation, *ISAPI* is intended to replace CGI programs.

- External links: ISAPI at Wikipedia

Back to the Top

JavaScript

Developed by Netscape and Sun, **JavaScript** is a client-side programming or scripting language. It's used to create interactive and dymanic effects on a web page, as well as handle and manipulate form data. JavaScript is a separate language from Java. All modern browsers support JavaScript, with the exception of most text-based browsers (e.g., w3m). Some excellent JavaScript references and tutorials can be found at JavaScript Kit.

- See also: HTML, XHTML

Back to the Top

Linux

Linux is an open source computer operating system, created by Linus Torvalds, similar in style to Unix. It is popular in web server and other high-performance computing environments, and has recently begun to gain popularity in workstation environments as well.

- External links: Linux at Shortopedia

Back to the Top

Mac OS X

Mac OS X is an operating system specifically for modern Macintosh computers. The operating system was first commercially released in 2001. It consists of two main parts: Darwin, an open source Unix-like environment which is based on the BSD source tree and the Mach microkernel, adapted and further developed by Apple Computer with involvement from independent developers; and a proprietary GUI named Aqua, developed by Apple.

- Related articles: UNIX Shell Skills

Meta

Meta has several meanings, but generally means **information about**. In WordPress, *meta* usually refers to **administrative** type information. As described in Meta Tags in WordPress, *meta* is the HTML tag used to describe and define a web page to the outside world (search engines). In the article Post Meta Data, *meta* refers to information associated with each **post**, such as the author's name and the date posted. Meta Rules define the general protocol to follow in using the Codex. Also, many WordPress based sites offer a *Meta* section, usually found in the sidebar, with links to login or register at that site. Finally, *Meta* is a MediaWiki namespace that refers to administrative functions within Codex.

- External links: Wikipedia's Article on Meta

Moblogging

Moblogging is the act of posting to one's blog via a mobile device, e.g. mobile phone, smartphone, or Blackberry. It is pronounced as mōbə-logging or mōb-logging, or sometimes as mŏb-logging in reference to *smart mobs*.

- Related articles: Moblog Clients, Post to your blog using email

mod_rewrite

mod_rewrite is an extension module of the Apache web server software which allows for "rewriting" of URLs on-the-fly. Rewrite *rules* use regular expressions to parse the requested URL from the client, and translate it into a different URL before interpretation.

WordPress uses mod_rewrite for its permalink structure, which is optional functionality.

- Related articles: Using Permalinks

MySQL

MySQL is a popular open source SQL (Structured Query Language) database implementation, available for many platforms, including Windows, Unix/Linux and Mac OS X.

WordPress requires a MySQL database to store all blog information, including posts, comments, metadata, and other information.

- Related articles: Database Description
- External links: MySQL AB

Back to the Top

News reader

A **news aggregator** or **news (feed) reader** is a computer program which tracks syndicated information feeds, via RSS, RDF, or Atom. Most news aggregators allow one to 'subscribe' to a feed, and automatically keep track of the articles one has read, similar to an email client tracking read emails.

Many blogs make their content available in feed form for the convenience of readers using news aggregators. WordPress can generate feeds in RSS and/or Atom formats.

- External links: News aggregator at Wikipedia

Back to the Top

Open Source

Open source is simply programming code that can be read, viewed, modified, and distributed, by anyone who desires. WordPress is distributed under an *open source* GNU General Public License (GPL).

- Related articles: GPL, License
- External links: Open Source Initiative, Open Source at Wikipedia, Source Code at Wikipedia

Back to the Top

Page

A **Page** is often used to present "static" information about yourself or your site. A good example of a Page is information you would place on an About Page. A Page should not be confused with the time-oriented objects called posts. Pages are typically "timeless" in nature and live "outside" your blog.

The word "page" has long been used to describe any HTML document on the web. In WordPress, however, "Page" refers to a very specific feature first introduced in WordPress version 1.5.

- Related articles: Pages, Write Page SubPanel

Perl

Perl is an acronym for **Practical Extraction and Report Language**, but it's most commonly spelled as a proper name. It's a very popular and powerful scripting language used for web applications, although its use is being largely replaced by PHP in the mainstream. One of its strengths lies in its speedy and effective use of regular expressions. Its unofficial motto is, "There's More Than One Way To Do It," or "TMTOWTDI," owing to the extreme flexibility of the syntax.

WordPress does not use Perl, and it is therefore not required.

Permalink

A **permalink** is a URL at which a resource or article will be permanently stored. Many pages driven by Content Management Systems contain excerpts of content which is frequently rotated, making linking to bits of information within them a game of chance. Permalinks allow users to bookmark full articles at a URL they know will never change, and will always present the same content.

Permalinks are optional in WordPress, but are highly recommended as they greatly increase the cleanliness of URL. WordPress uses the Apache module `mod_rewrite` to implement its permalink system.

- Related articles: Using Permalinks
- External links: URL at Wikipedia

Permissions

Permissions are security settings restricting or allowing users to perform certain functions. In the case of files on Unix or Linux systems, there are three types of permissions: *read*, *write*, and *execute*. In the case of MySQL databases, there are many more: SELECT, INSERT, UPDATE, DELETE, etc. — although MySQL refers to them as *privileges*.

- Related articles: Changing File Permissions

PHP

PHP is a recursive acronym for **PHP: Hypertext Preprocessor**. It is a popular server-side scripting language designed specifically for integration with HTML, and is used (often in conjunction with MySQL) in Content Management Systems and other web applications. It is available on many platforms, including Windows, Unix/Linux and Mac OS X, and is open source software.

WordPress is written using PHP and requires it for operation.

- Related articles: Hacking WordPress
- External links: PHP Website, PHP for Designers — by WordPress lead developer Matthew Mullenweg, PHP at OnLAMP

phpMyAdmin

phpMyAdmin is a popular, powerful web-based interface for administering MySQL databases. It is open source, written in PHP, and is among the better tools available for working with MySQL databases.

- Related articles: phpMyAdmin
- External links: phpMyAdmin web site

Ping

Within the WordPress interface, "ping" is sometimes used to refer to Pingbacks and Trackbacks.

In general computer terms, "ping" is a common utility used in a TCP/IP environment to determine if a given IP Address exists or is reachable. Typically, Ping is used to diagnose a network connection problem. Many times you will be asked, "Can you ping that address?". That means, does the Ping utility return a success message trying to reach the "problem" IP Address?

- External links: Ping at Wikipedia

Pingback

Pingback lets you notify the author of an article if you link to his article (article on a blog, of course). If the links you include in an article you write on a blog lead to a blog which is pingback-enabled, then the author of that blog gets a notification in the form of a pingback that you linked to his article.

If you're feeling *really* geeky you may want to check out the Pingback technical specification or Otto's "How Pingbacks Work" explanation.

- See also: trackback
- Related articles: [to Blogging: Pingbacks]

Plugin

A **Plugin** is a group of php functions that can extend the functionality present in a standard WordPress weblog. These functions may all be defined in one php file, or maybe spread among more than one file. Usually, a plugin is a php file that can be uploaded to the "wp-content/plugins" directory on your webserver, where you have installed WordPress. Once you have uploaded the plugin file, you should be able to "turn it on" or Enable it from the "Plugins" page in the administration interface of

your weblog. The WordPress source code contains hooks that can be used by plugins.

- See also: hack, hacking
- Related articles: Plugins

Port

Within the context of the WordPress community, a **port** is a bit of code that has been rewritten to be compatible with WordPress. For example, if someone wrote a plugin for MoveableType, WordPress users may want to find a port of that plugin for WordPress. Port can also be used as a verb: to rewrite a piece of software for a different platform/language.

- External links: Porting at Wikipedia

Post Slug

A word or two describing an entry, for use in permalinks (replaces the %posttitle% field therein), especially useful if titles tend to be long or they change frequently.

Post Status

The status of a post, as set in the Administration Panel, Write Post SubPanel is either: **Published** (viewable by everyone), **Draft** (incomplete post viewable by anyone with proper user level), or **Private** (viewable only to WordPress users at Administrator level)

Back to the Top

Query string

A sequence of codes in a Uniform Resource Identifier (URI) that a web page uses to determine what dynamic data to display. The query string in a URI comes after an initial question mark, and may contain several parameters separated by ampersands. WordPress uses query strings to indicate criteria to search for specific posts or sets of posts in the database. The use of query strings is generally believed to impede the indexing of dynamic pages by search engines. For this reason, it is often desirable to use a method such as mod_rewrite to reduce exposure of query strings to search engines and other site visitors.

Query Variable

A Variable passed through the query string. For example, in the query string `?category_name=tech&feed=atom`, there are two query variables: `category_name` with a value of 'tech', and `feed` with a value of 'atom'.

QuickTag

A **Quicktag** is a shortcut, or one-click button, that inserts HTML code into your posts. The (emphasis) and (stop emphasis) HTML tags are example of Quicktags. Some Quicktags, such as <!--contactform-->, insert HTML comment code that is used by plugins to replace text or perform certain actions.

Back to the Top

RDF

Resource Description Framework. A language used to describe the locations of resources on the web. WordPress can produce output in RDF format that describes the locations of posts. Like RSS, RDF is used for content syndication.

Relative Path

A **relative path** is the location of a file in relation to the current working directory and does not begin with a slash (/). This is different from an absolute path which gives an exact location.

- See also: Absolute Path
- External links: Path_Computing at Wikipedia

Relative URI

A relative URI (sometimes called a **relative link**) is a partial URI that is interpreted (resolved) relative to a **base URI**.

On the World Wide Web, relative URIs come in two forms:

A **relative URI with an absolute path** is interpreted relative to the domain root:

```
/images/icecream.jpg → http://domain.example/images/icecream.jpg
```

A **relative URI with a relative path** is interpreted relative to the URL of the current document. E.g., on the web page `http://domain.example/icecream/chocolate.html`,

```
strawberry.html → http://domain.example/icecream/strawberry.html
```

Wikipedia: URI Resolution

Recordset

Recordset refers to the group of records or result returned from a database query.

- See also MySQL, $wpdb database class

RSS

"*Really Simple Syndication*": a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites; specifically frequently updated content on a Web site, and is also known as a type of "feed" or "aggregator". An RSS feed can contain a summary of content or the full text, and makes it easier for people to keep up to date with sites they like in an automated manner (much like e-mail).

The content of the feed can be read by using software called an RSS or Feed reader. Feed readers display hyperlinks, and include other metadata (information about information) that helps you decide whether they want to read more, follow a link, or move on.

The original intent of RSS is to make information come to you (via the feed reader) instead of you going out to look for it (via the Web).

Programs called news aggregators permit users to view many feeds at once, providing 'push' content constantly. See Category:Feeds for Codex resources about bringing RSS feeds into WordPress. See also RDF Site Summary.

Robots.txt

Web Robots are programs which traverse the Web automatically. They are also called Web Wanderers, Web Crawlers, and Spiders. Search Engines are the main Web Robots. Some Web Robots look for a file named **robots.txt** on your web server to see what and where they should look for content and files on your web server. Some Web Robots ignore this file.

- Related articles: Search Engine Optimization for WordPress
- External links: Google information about robots.txt, The Web Robots Page

Back to the Top

Shell

A **shell** is a program which interacts directly with an operating system such as MS-DOS, Unix/Linux, Mac OS X, or others — but it is most commonly associated with Unices. It is often referred to as a 'console' or 'command line', because it is controlled using typed commands rather than mouse or graphical interface input.

Most often, when interacting with a remote computer (as one would when configuring WordPress), an additional "faux" shell is involved called SSH.

Some popular shell programs are:

- Bash (Bourne Again Shell)
- Tcsh (an expanded C Shell)
- Zsh

Sidebar

The **sidebar**, sometimes called the menu, is a narrow vertical column often jam-packed with lots of information about a website. Found on most WordPress sites, the sidebar is usually placed on the right or left-hand side of the web page, though in some cases, a site will feature two sidebars, one on each side of the main content where your posts are found. A sidebar is also referred to as a Theme Template file and is typically called *sidebar.php*.

- Related articles: Customizing Your Sidebar, Stepping Into Templates, Template Hierarchy

Slug

A **slug** is a few words that describe a post or a page. Slugs are usually a URL friendly version of the post title (which has been automatically generated by WordPress), but a slug can be anything you like. Slugs are meant to be used with permalinks as they help describe what the content at the URL is.

Example post permalink: `http://wordpress.org/development/2006/06/wordpress-203/`

The slug for that post is "`wordpress-203`".

Smileys

Smileys (also called Smilies or Emoticons) are stylized representations of a human face, usually displayed as yellow buttons with two dots for the eyes, and a half mouth. Smileys are often used in WordPress Plugins. By default, WordPress automatically converts text smileys to graphic images. When you type `;-)` in your post you see 🙂 when you preview or publish your post.

Related article: Using Smilies

Spam

Once upon a time, SPAM was an animal by-product that came in a can and was fodder for many Monty Python sketches, but since the world-wide adoption of the internet as an integral part of daily life, Spam has become synonymous with what is wrong with the internet. Spam, in general terms, is an email or other forms of unsolicited advertising. Spam is very easy to spread throughout the internet, and works on the principle that if you send out thousands, or hundreds of thousands of unsolicited advertisements, scams, or other questionable methods of making money, that you only need a very small percentage of people to be fooled and you will make lots of money.

Common spam these days comes from online gambling sites and those trying to sell drugs for "male enhancement." Lately, web logs, or blogs, as we call them, have been targeted by spammers to try to increase their site ratings in the search engines. Spammers use various methods to distribute their electronic junk mail, and employ bots, or computer programs to quickly and easily send email or comments to millions of addresses and IPs all over the world.

Spammers can be difficult to track down as they often hijack peoples' email and IP addresses. When this happens, it may appear a friend sent you the spam, but in fact, the spammer's bot grabbed your friend's email address and used it to hide the true source of the spam. WordPress developers and community members are constantly working on more and better ways to combat these annoying **spammers** as they clog the internet with their garbage. You can help by offering your talents, ideas, suggestions, or just by being vigilant and installing any of the currently-available spam combating tools.

- External links: SPAM at Wikipedia

SSH

SSH stands for Secure Shell. It is a communication protocol for connecting to remote computers over TCP/IP. Various authentication methods can be used which make SSH more secure than Telnet.

SSL

SSL stands for Secure Sockets Layer and is the predecessor to Transport Layer Security. These are cryptographic protocols for secure communications across an unsecured network like the Internet.

- External links: SSL at Wikipedia

Subversion

Subversion is an open-source version control software tool used by the WordPress Developers to maintain and track the changes and updates to the various WordPress versions.

- Related articles: Using Subversion
- External links: Subversion access at wordpress.org, Subversion book at red-bean.com

Syndication

See RSS: Really Simple Syndication

Back to the Top

Tag

A tag is a keyword which describes all or part of a Post. Think of it like a Category, but smaller in scope. A post may have several tags, many of which relate to it only peripherally. Like Categories, Tags are usually linked to a page which shows all posts having the same tag. Unlike Categories, Tags can be created on-the-fly, by simply typing them into the tag field.

Tags can also be displayed in "clouds" which show large numbers of Tags in various sizes, colors, etc. This allows for a sort of total perspective on the blog, allowing people to see the sort of things your blog is about most.

Many people confuse Tags and Categories, but the difference is easy: Categories generally don't change often, while your Tags usually change with every Post.

Tagline

A tagline is a catchy phrase that describes the character or the attributes of the blog in a brief, concise manner. Think of it as the slogan, or catchline for a weblog.

Task Based Documentation

Task based, or task oriented documentation is writing that takes you through a process/task step-by-step; it is succinct, lacks jargon, is easily understood, and structured entirely around performing specific tasks.

To order to get to Z, you need to:
1. Step x
2. Step y
3. Step z

Keep in mind that people who need to know how to perform a task usually need answers quick!

Telnet

Telnet is a communications protocol used to establish a connection to another computer. *Telnet* runs on top of TCP/IP and is

typically used in conjuction with terminal emulation software to login to remote computers. Telnet is inherently insecure and has largely been replaced by SSH

- External links: Telnet at Wikipedia

Text editor

A **text editor** is a program which edits files in *plain text* format, as compared to *binary* format. Using a non-text based word processing program (e.g. using Microsoft Word to edit PHP scripts) can cause major problems in your code. This is because non-text based word processing programs insert extra formatting into text files, and can corrupt the files when they need to be interpreted by the interpreter. An editor like Notepad does not insert any extra formatting.

Edit WordPress Files with a text only editor.

Some examples of file formats which need to be edited as plain text:

- HTML documents
- PHP scripts
- Perl scripts
- Rich Text Format documents
- JavaScript scripts

Some examples of text editor programs:

- BBEdit (Classic Mac OS, Mac OS X, $$$)
- Boxer Text Editor (Windows)
- Coda (Mac OS X, Shareware)
- Crimson Editor (Windows, Freeware)
- EditPad (cross-platform)
- EditPlus (Windows)
- Editra (cross-platform, Open Source, Free)
- emacs (Unices, Windows, Mac OS X, Open Source, Free)
- gedit (Unices)
- JEdit (cross-platform)
- Kate (Unices)
- Kwrite (Unices)
- Notepad++ (Windows, Open Source, Free)
- pico (Unices)
- PSPad (Windows, Free)
- Smultron (Mac OS X, Open Source, Free)
- SubEthaEdit (Mac OS X, $)
- TextEdit (comes with Mac OS X)
- TextMate (Mac OS X, $)
- TextPad (Windows)
- TextWrangler (Mac OS X, Free)
- UltraEdit-32
- vim (Unices, Windows, Mac OS X, Open Source, Free)
- Notepad2 (Windows, Freeware)
- WebTide Editor (Windows, Linux, Mac OS X, Freeware, Java)

Some examples of non-plain text formats that require special software for editing:

- Microsoft Word documents
- Microsoft Excel spreadsheets
- Images, such as JPEG, PNG, or GIF

Some examples of software which can edit text, but which are **NOT** regarded as basic text editors and **NOT recommended** for use on WordPress files:

- Microsoft Word
- Microsoft Works
- Microsoft Excel
- Adobe Photoshop
- Adobe Illustrator
- Adobe Dreamweaver

Theme

A theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. A theme modifies the way the weblog is displayed, without modifying the underlying software. Essentially, the WordPress theme system is a way to skin your weblog.

- Related articles: Theme Development, Using Themes

Trackback

Trackback helps you to notify another author that you wrote something related to what he had written on his blog, even if you don't have an explicit link to his article. This improves the chances of the other author sitting up and noticing that you gave him credit for something, or that you improved upon something he wrote, or something similar. With pingback and trackback, blogs are interconnected. Think of them as the equivalents of acknowledgements and references at the end of an academic paper, or a chapter in a textbook.

- See also: Pingback
- Related articles: [to Blogging: Trackbacks]

Back to the Top

Unicode

A widely supported and preferred character encoding system.

For a computer to display letters (or any text characters), it needs to enumerate them - create an index of characters it knows how to display. These indexes are known as character sets. This is invaluable for users hosting WordPress in a non-English language.

The most widely used collections of these character sets are the iso-8859 with iso-8859-1 and iso-8859-15 (which contains the euro sign and some characters used in Dutch, French, Czech and Slovak) being the most common; they are also known as Latin1 and Latin9. These character sets use 8 bits (a single byte) for each character, allowing for 255 different characters (256, counting null). However, when considering that Latin-based languages aren't the only ones in the world (think Japanese or Hebrew), 255 characters aren't nearly enough.

There is a wide index of characters known as Unicode. Unicode has so many characters that sometimes more than 16 bits (2 bytes!) are required to represent them. Furthermore, the first 127 characters of Unicode are the same as the first 127 of the most widely used character set - iso-8859-1. For this purpose, UTF, the Unicode Translation Format, was created. UTF uses different numbers of bits for characters, and allows for the entire range of Unicode to be used. What you should probably know is:

- UTF-8 is an 8-bit-minimum type of UTF. There are also UTF-16 and UTF-32.
- If your document is in a Latin-based encoding, you probably don't need to change anything about it for it to be UTF.
- A single UTF document can be in various languages with no need to switch encodings halfway through.

- External links: Joel Spolsky on Unicode

Unix

Unix, or **UNIX**, is a computer operating system developed at AT&T's Bell Laboratories starting back in 1969. Initially designed with the objective of creating an OS written in a high level language rather than assembly, a majority of web servers currently

run on different "flavors" of this high-performance OS, or on Linux, developed as a Unix-like operating system.

- See also: UNIX Shell Skills, Mac OS X

Unix Time

Unix Time, or a **timestamp**, is a method of tracking time by determining the approximate number of seconds from a particular event. That event is called an Epoch. Since this time format is only off by a few seconds each century, it is usually considered good enough for most applications.

Unix time is (currently) a ten digit number, and looks like this like `1229362315`. WordPress often uses a Unix timestamp internally to track time. The human readable times and dates you see are converted from Unix Time or from a MySQL DATETIME field.

- External Links: Unix Time at Wikipedia, MySQL DATETIME

Back to the Top

Web server

A **web server** is a computer containing software for, and connected to infrastructure for, *hosting*, or serving, web sites written in HTML. The most common web server software on the internet is Apache, which is frequently used in conjunction with PHP, Perl, and other scripting languages.

It is possible to create one's own web server, hosted on any speed of internet connection, but many people choose to purchase packages from hosting providers, who have the capacity and facilities to provide adequate bandwidth, uptime, hardware, and maintenance for frequently-visited web sites.

- Related articles: Hosting WordPress

Back to the Top

XFN

The XHTML Friends Network. A decentralised project to have inter-blog links that represent relationships between bloggers. XFN links resemble `<a href="http://www.photomatt.net/" rel="friend met">Photo Matt</a>`.

XHTML

XHTML, or **Extensible HyperText Markup Language**, is the successor to HTML as the W3C standard language with which all web pages are created. It is often used in conjunction with CSS and JavaScript.

WordPress strives to conform to the XHTML 1.0 Transitional standard.

- External links: XHTML 1.0 Specification (Second Edition), XHTML 1.1 Specification

XML

XML, or **Extensible Markup Language**, is written in Standard Generalized Markup Language (SGML) and essentially allows you to define your own markup language. XML is extremely useful in describing, sharing, and transmitting data across the Internet. Typically used in conjunction with HTML, XML defines data and HTML displays that data.

- External links: Extensible Markup Language (XML) Resources at W3C org XML 4.0 FAQ, Overview of SGML Resources at W3C org

XML-RPC

XML-RPC is **Extensible Markup Language-Remote Procedure Call**. A Remote Procedure Call (RPC) allows you to call (or request) another application and expect that application to honor the request (answer the call). So, **XML-RPC** allows a user (or

developer) to send a request, formatted in XML, to an external application.

- Related articles: XML-RPC Support
- External links: Dave Winer's XML-RPC for Newbies, XML-RPC Home Page, Apache XML-RPC, XML-RPC for PHP Homepage, XML-RPC at Wikipedia

Back to the Top

More Resources

More glossaries with collection of blogging terms, acronyms and abbreviations.

- Giant Blogging Terms Glossary
- Blogging Terms at Wikipedia
- Blog Glossary at Samizdata.net

Categories: Deprecated Functions | WordPress Help | Troubleshooting | Getting Started | Advanced Topics

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